

6-7 EDWARD VII.,

SESSIONAL PAPER No. 31

A. 1909

REPORT

OF THE

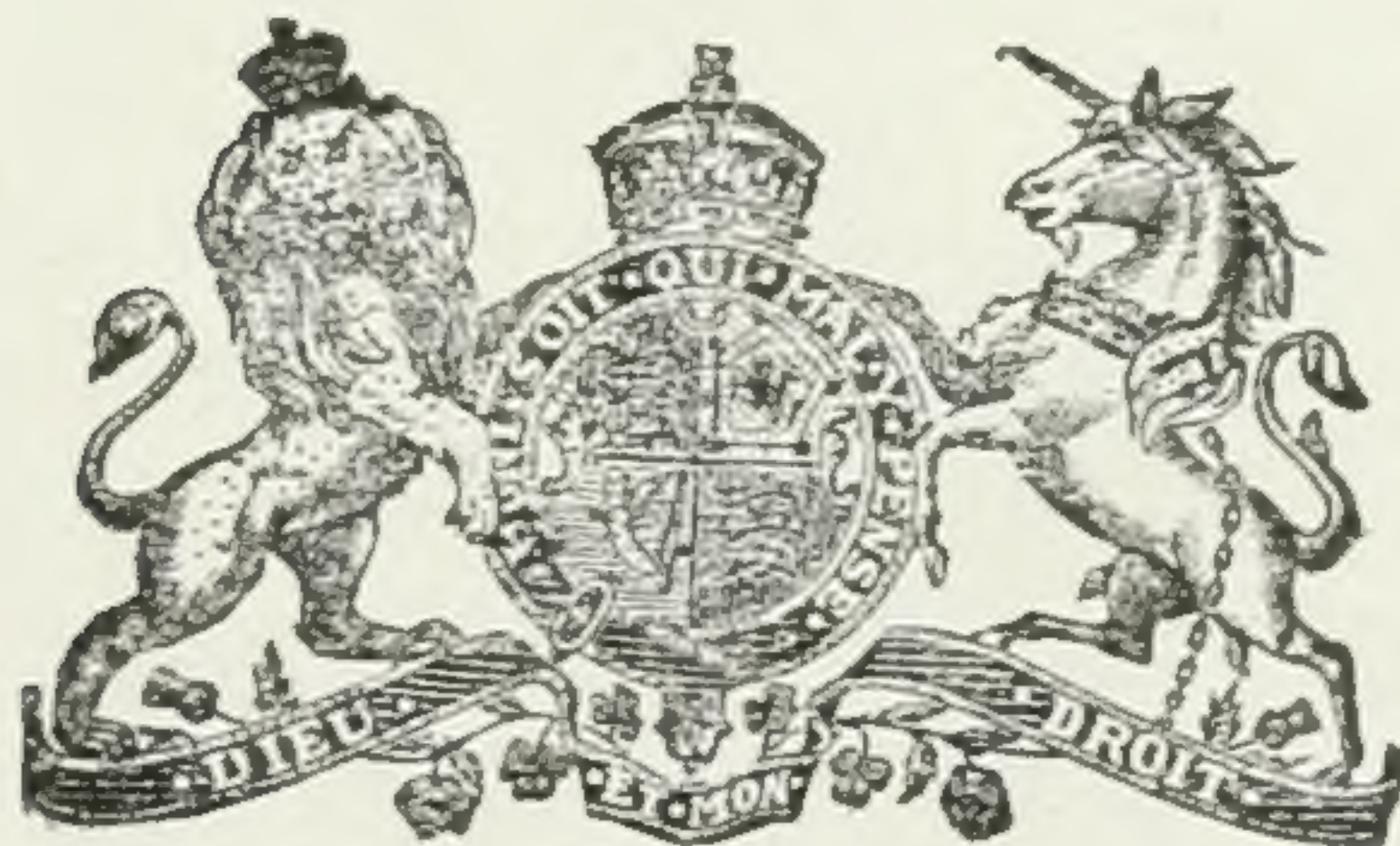
BOARD OF CIVIL SERVICE EXAMINERS

FOR THE

YEAR ENDED DECEMBER 31

1908

PRINTED BY ORDER OF PARLIAMENT



OTTAWA

PRINTED FOR C. H. PARMELEE, PRINTER TO THE KING'S MOST
EXCELLENT MAJESTY

1909

[No. 31—1909.]

REPORT
OF THE
BOARD OF CIVIL SERVICE EXAMINERS
FOR THE
YEAR ENDED DECEMBER 31, 1908.

Pursuant to the provisions of Section 107 of the Civil Service Act, the undersigned beg to submit the following documents which comprise their report for the year ended 31 December, 1908, viz:—

1. Civil Service Act and amending Act of 1908.
2. Regulations governing the Board.
3. Statements giving particulars of attendance at entrance examinations.
4. Copy of papers set at the promotion examination.
5. Copy of papers set at the preliminary examination.
6. Copy of papers set at the qualifying examination.
7. Copy of papers set for optional subjects.
8. List of candidates who were successful in passing the preliminary or lower grade examination.
9. List of candidates who were successful in passing the qualifying or higher grade examination.
10. List of candidates who succeeded in options, specifying the subject or subjects in which they passed.
11. List of graduates of Canadian universities who have exhibited their diplomas to the Board, and who in consequence are qualified for employment in the public service without examination.

Section 11 of the Civil Service Amendment Act of 1908, having placed the Board under the direction of the Civil Service Commission, the administrative duties and office work were formally transferred to that body by Order-in-Council, dated the 17th day of September, 1908, and while the new Act provides for the continuation of the Board it is not improvable that in the re-arrangement of affairs which will be found necessary under the conditions created by the introduction of the new system of examinations, the Board as a body separate and distinct from the Commission, will cease to exist.

As this is, therefore, the last Report that the Board of Examiners will have the honour to submit to the Government, it may not be out of place to state that during the twenty-seven years since the examinations for the Civil Service were commenced, the members of the Board have endeavoured faithfully to discharge the various important duties devolving upon them. These examinations have undoubtedly contributed largely to the higher efficiency of the Public Service by having a stimulating and beneficial effect upon it in many ways, still, as experience has shown in other countries where competitive examinations have been introduced, a larger measure of success may be expected by the recent legislation in regard to the management of the Civil Service under the efficient administration of the Board of Commissioners now in charge, and it is to be hoped that in the near future the Government will see its way to place the Outside as well as the Inside Service under the same system.

All of which is respectfully submitted.

JNO. THORBURN, M.A., LL.D.,
Chairman,
A. D. DECELLES, LL.D., F.R.S.C.,
J. C. GLASHAN, LL.D., F.R.S.C.

WM. FORAN,
Secretary.

APPENDICES.

1. The Civil Service Act, and Amending Act of 1908.
2. Regulations governing the Board.
3. Statements giving particulars of attendance at entrance examinations.
4. Copy of papers used at special and regular promotion examinations.
5. Copies of papers used at the preliminary examination, 17th November.
6. Copies of the qualifying examination papers, 18th November.
7. Copies of the option papers used at said examinations.
8. List of the candidates who were successful in passing the preliminary or lower grade examination.
9. List of the candidates who were successful in passing the qualifying or higher grade examination.
10. List of the candidates who succeeded in options, specifying the subject or subjects in which they passed.
11. List of graduates of Canadian universities who have exhibited their diplomas to the Board, and who, in consequence are qualified for employment in the public service without examination.

APPENDIX 1

An Act respecting the Civil Service of Canada.

SHORT TITLE.

- 1.** This Act may be cited as the Civil Service Act. R.S., Short title. c. 17, s. 1.

INTERPRETATION.

- 2.** In this Act, unless the context otherwise requires,— Definitions.
- (a) 'head of the department' means the minister of the Crown for the time being presiding over the department;
- (b) 'deputy,' 'deputy head,' or 'deputy head of the department,' means the deputy of the minister of the Crown presiding over the department, and the Clerk of the Privy Council; and includes also the Auditor General, in all cases in which such meaning is not inconsistent with his powers and duties under the Consolidated Revenue and Audit Act;
- (c) 'Board' means the examiners appointed for the purposes of this Act. R.S., c. 17, s. 2; 3 E. VII., c. 9, s. 1.

CONSTITUTION.

- 3.** The Civil Service for the purposes of this Act includes and consists of all classes of officers, clerks and employees, elsewhere than in the provinces of Saskatchewan and Alberta and in the Northwest Territories and the Yukon Territory, in or under the several departments of the Executive Government of Canada and in the office of the Auditor General, included in schedules A and B to this Act, appointed by the Governor in Council or other competent authority before the first day of July, one thousand eight hundred and eighty-two, or thereafter appointed or employed in the manner provided by the Civil Service Act for the time being in force; and also includes,—
- Of whom the Civil Service shall consist.

- (a) such officers, clerks or employees in the lower grades as are determined by order in council; and,
- (b) such officers, clerks and employees in the provinces of Saskatchewan and Alberta and in the Northwest Territories and the Yukon Territory, holding positions which if held in other parts of Canada would bring them under the provisions of this Act, as the Governor in Council brings under the provisions hereof.

Exception.

2. The Civil Service shall not, however, include nor shall this Act apply to any of the officers or employees to whom by the provisions of the Post Office Act that Act instead of the Civil Service Act is intended to apply. R.S., c. 17, s. 3; sch. B.; 2 E. VII., c. 28, s. 1.

Two
divisions.
Inside
division.

4. The service shall be divided into two divisions, namely:—

(a) The first or inside departmental division which shall comprise officers, clerks and employees of those classes mentioned in schedule A, employed on the several departmental staffs at Ottawa, and in the office of the Auditor General; and,

Outside
division.

(b) The second or outside departmental division which shall comprise officers, clerks, and employees of those classes mentioned in schedule B, and the other officers, clerks and employees included in the Civil Service who are employed otherwise than on the departmental staffs at Ottawa. R.S., c. 17, s. 4.

Regulations.

5. The Governor in Council may, from time to time, make general rules and regulations, not inconsistent with the provisions of this Act, respecting the appointments and promotions of the officers, clerks and employees in the Civil Service and all other matters pertaining thereto. R.S., c. 17, s. 5.

Governor in
Council to
determine
number of
officers, etc.

6. The Governor in Council shall, from time to time, determine the number of officers, clerks of the several classes and grades, messengers and other employees who are required for the working of the several departments in each division of the Civil Service, but the collective amount of the salaries of each department shall, in no case, exceed that provided for by vote of Parliament for that purpose.

If the
actual num-
ber exceeds
that allowed.

2. If the number of officers, clerks, and employees then attached to any department in either division thereof is greater than the number allowed to the department, as herein provided, the Governor in Council shall name the persons to fill the several offices; and the remainder shall be supernumerary clerks, ineligible for increase of salary, of that class respectively in which they rank, and shall so remain until promoted in the manner herein provided or until severed from the service. R.S., c. 17, s. 6.

BOARD OF EXAMINERS.

Examiners.

7. Three examiners shall, from time to time, be appointed by the Governor in Council, who, for the purposes of this Act, shall be known as the Board; and they shall examine all candidates for admission to the Civil Service, and give certificates of qualification to such persons as are found qualified, according to such regulations as are authorized by the Governor in Council for the guidance of the Board.

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2. The Governor in Council may appoint a person who Clerk. shall be clerk to the Board, at a salary not exceeding seven hundred dollars per annum.
3. Each member of the Board shall receive such salary, Salary of not exceeding four hundred dollars per annum, as is fixed members. by the Governor in Council.
4. The members of the Board, while engaged in their work, Travelling shall be paid such travelling expenses as are determined by the expenses. Governor in Council.
5. Such persons as are selected by the Board to assist it Pay of in the conduct of examinations shall receive such sum, not assistants. exceeding five dollars a day, as is fixed by the Governor in Council.
6. The meetings of the Board shall be held at such times, Meetings. and the proceedings thereof shall be governed by such rules and regulations as the Governor in Council, from time to time, determines.
7. The Board shall be supervised by the Secretary of State. Supervision. R.S., c. 17, s. 8; 52 V., c. 12, s. 1.
8. The Board may obtain the assistance of persons who Who may be have had experience in the education of the youth of Canada, appointed as and with such assistance shall hold, or cause to be held, period- assistants. ical examinations for admission to the Civil Service, at such times and places as shall be determined, from time to time, by the Governor in Council.
2. Examinations shall, as far as possible, be in writing, and Examina- the cost thereof shall be defrayed out of moneys previously tions in voted by Parliament for that purpose. R.S., c. 17, s. 9. writing.
9. Whenever the Board is satisfied that any irregularity or Proceedings fraudulent practice has obtained at any examination held by in case of it or by any person deputed by it, the Board may summon at irregularity before it by an instrument signed by the chairman or acting at examina- chairman of the Board, and may examine under oath or affirm- tion. ation, any person who, in its opinion, is in a position to give evidence in relation to such irregularity or fraudulent practice. 58-59 V., c. 14, s. 1.
10. If the person so summoned does not appear at the time Refusal to and place appointed by such instrument, the chairman or acting appear as chairman of the Board shall be vested with all the powers con- witness. ferred upon a justice of the peace by the Criminal Code, in the case of a person to whom a summons has been directed, requiring such person to appear before such justice at a time and place therein mentioned to give evidence respecting a charge of an indictable offence, and who does not appear in obedience thereto. 58-59 V., c. 14, s. 1.
11. Whenever any person appearing in obedience to any Punish- such instrument, or by virtue of a warrant issued under the ment of persons re- last

fusing to
answer.

last preceding section, refuses to be sworn, or having been sworn refuses to answer such questions as are put to him, or refuses or neglects to produce any documents which he is required to produce, without in any such case offering any just excuse for such refusal or neglect, the chairman or acting chairman of the Board shall, as to such person, be vested with all the powers, as to process and punishment in respect to witnesses, conferred in like cases upon a justice of the peace by the Criminal Code. 58-59 V., c. 14, s. 1.

Oath how ad-
ministered.

12. Every oath or affirmation required for the purpose of such inquiry may be administered by any member of the Board. 51 V., c. 12, s. 2.

Report to
Secretary of
State.

13. If any person is proved upon such inquiry to have been concerned in any fraudulent practice, or to have been guilty of any breach of the regulations made by the Governor in Council with respect to any examination held under the authority of this Act, the Board shall report the same to the Secretary of State, who may thereupon cause such person's name to be removed from the list of persons who are found qualified. 51 V., c. 12, s. 2.

Disqualifica-
tion.

Personation
at examina-
tion.

14. Every person who, at any examination held under this Act, personates any candidate or employs, induces or allows any person to personate him, is guilty of an offence against this Act, and liable, on summary conviction, to imprisonment for a term not exceeding six months, or to a fine not exceeding two hundred dollars, and, if he is employed in the Civil Service, to be dismissed therefrom. 51 V., c. 12, s. 2.

Procuring
or furnishing
examina-
tion question
paper.

15. Every person who surreptitiously procures from any printer or other person, and every person who, without authority, furnishes to any other person any examination question paper or any other paper relating to any such examination as aforesaid, is guilty of an offence against this Act, and liable, on summary conviction, to imprisonment, with or without hard labour, for a term not exceeding six months, or to a fine not exceeding two hundred dollars, and, if he is employed in the Civil Service, to be dismissed therefrom.

Disqualified.

2. No such person shall be allowed to present himself at any subsequent examination. 51 V., c. 12, s. 2.

EXAMINATIONS.

No appoint-
ment with-
out examina-
tion.

16. Except as herein otherwise provided no person shall be appointed to or employed in either division of the Civil Service unless the person so appointed or employed has passed the examination hereinafter required in order to qualify him for such appointment or employment. R.S., c. 17, s. 29.

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17. It shall be necessary to pass the first or preliminary ^{Preliminary examination} examination in order to qualify for the following appointments or employments:—

Messenger;

Porter;

Sorter;

Packer;

Tidewaiter;

Assistant inspector of weights and measures; and,

Such other appointments or employments in the lower grades as are determined by the Governor in Council. R.S., c. 17, s. 29; 58-59 V., c. 15, ss. 4 and 8.

18. It shall be necessary to pass the second or qualifying ^{Qualifying examination} examination in order to qualify for the following appointments or employments:—

Third-class clerkships in the first division;

Third-class clerkships and the offices of landing waiters and lockers in the second division for Customs service;

Third-class excisemen and stenographers or typewriters in the second division of the Inland Revenue service;

Third-class clerkships, railway mail clerkships and the offices in the second division for Post Office service; and,

Temporary clerks or writers in either division. R.S., c. 17, s. 29; 51 V., c. 12, s. 14; 58-59 V., c. 15, ss. 4 and 8; 63-64 V., c. 14, s. 3; 3 E. VII., c. 9, ss. 15 and 26.

19. Candidates may pass both the preliminary and qualify- ^{Both examina-} ing examinations at their option. R.S., c. 17, s. 29. ^{tions passed at option.}

20. No person shall be admitted either to the preliminary or ^{Candidates for admis-} qualifying examination until he has satisfied the Board,— ^{sion.}

(a) that at the time appointed for such examination he will, if the examination is for an appointment which the passing of the preliminary examination is sufficient to qualify for, ^{Age.} be of the full age of fifteen years, and, in other cases, be of the full age of eighteen years; and, if for the inside departmental division, that his age will not then be more than thirty-five years;

(b) that he is free from any physical defect or disease ^{Physique.} which would be likely to interfere with the proper discharge of his duties; and,

(c) that his character is such as to qualify him for employ- ^{Character.} ment in the service. R.S., c. 17, s. 30; 58-59 V., c. 15, s. 5.

21. The preliminary and qualifying examinations shall be ^{Times and method.} held only once a year and during the month of November, under such regulations, not inconsistent with this Act, as are from time to time made by the Governor in Council, and published in the English and French languages in the *Canada Gazette*. 51 V., c. 12, s. 5.

Promotion
examina-
tions.

22. Except as herein otherwise provided no promotion in either division of the Civil Service shall take place without special examination under regulations made by the Governor in Council. R.S., c. 17, s. 39.

In May.

23. Except as herein otherwise provided promotion examinations shall be held once a year in the month of May and at such other time as is from time to time fixed by the Governor in Council, and shall be in such subjects as are determined from time to time for each department by the Governor in Council, and in such subjects as by report of the deputy head of the department in which the promotion is to be made, concurred in by the head of the department, are submitted to the Board as best adapted to test the fitness of the candidates for the vacant office. 51 V., c. 12, s. 8; 3 E. VII., c. 9, s. 22.

Subjects.

Age.

24. When a vacancy to be filled by promotion exists in the inside division, the examination shall not be open to any person appointed to the outside division who at the date of his first appointment was of a greater age than thirty-five years. R.S., c. 17, s. 39.

Yearly esti-
mate of
probable
vacancies.

25. Once in each year, not later than the fifteenth day of March, the deputy head of each department shall make and lay before the Board through the Department of the Secretary of State estimates of the number of vacancies to which promotions may be made in the first and second divisions respectively of his department during the ensuing year, either by reason of retirement, death, failure of health or other cause, in the respective classes of chief, first-class and second-class clerks.

Limitation.

2. The number so estimated shall be the number with reference to which the examinations for promotion shall be held. R.S., c. 17, s. 40; 51 V., c. 12, s. 9.

To whom ex-
aminations
shall be
open.

26. The examinations shall be open to all persons who comply with the requirements of this Act as to proof of age, health and character, and conform to the regulations made as herein provided, upon payment of such fees as are determined by the Governor in Council. R.S., c. 17, s. 32.

Either
language.

27. All examinations under this Act shall be held in the English or French language, at the option of the candidate. R.S., c. 17, s. 32; 51 V., c. 12, s. 6.

Notice.

28. Notice of every examination, whether for admission into the Civil Service or for promotion therein, shall be published in the English and French languages in the *Canada Gazette* at least one month before the date fixed for the examination, and such notice in the case of promotion examinations shall state the number of promotions expected in each class in each division. R.S., c. 17, ss. 33 and 41; 51 V., c. 12, s. 7.

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29. Immediately after each examination a list of the persons Pass list. who are found qualified shall be made out, and published in the *Canada Gazette*. R.S., c. 17, s. 34.

APPOINTMENTS.

30. Except as herein otherwise provided all appointments Tenure. to the Civil Service shall be during pleasure, and no person shall be appointed to any place below that of a deputy head unless, in addition to passing the requisite examination, he has served the probationary term hereinafter mentioned. R.S., Probationary service. c. 17, s. 10.

31. No person shall be appointed to any place in the first Age limits. or inside departmental division of the Civil Service, other than that of a deputy head, controller of railway mail service or superintendent of railway mail service, on probation or otherwise, whose age exceeds thirty-five years, or who has not attained the full age of eighteen years: Provided that this section shall not render ineligible any officer or employee, not within the said age limits, to be transferred from the outside service to the railway mail service branch. 58-59 V., c. 15, s. 12; 60-61 V., c. 14, s. 1.

32. Whenever it becomes necessary to make any appoint- First ap-ment to any of the classes to which it is herein provided pointments. that first appointments shall only be made after qualifying examination, such necessity shall be reported to the head of the department by his deputy; and upon such report being approved by the head of the department, and after the salary to be paid has been voted by Parliament, the head of the department shall select and submit to the Governor in Council for probation, from the lists of qualified candidates made by the Board, a person fitted for the vacant place. R.S., c. 17, s. 35.

33. The person so selected shall not receive a permanent Probation. appointment until he has served a probationary term of at least six months. R.S., c. 17, s. 35.

34. The head of the department or the deputy head may, Rejection during prob-at any time during the period of probation, reject any clerk bation. or employee appointed to his department. R.S., c. 17, s. 35.

35. No probationary clerk shall remain in any department Report of deputy head as to com- more than one year, unless, at or before the end of that time, petency. the deputy head signifies to the head of the department in writing that the clerk is considered by him competent for the duty of the department. R.S., c. 17, s. 36.

36. If such probationary clerk be rejected, the head of the Further selections. department shall report to the Governor in Council the reasons

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for rejecting him, and another clerk shall thereupon be selected in like manner in his stead.

Another trial.

2. The head of the department shall decide whether the name of the person rejected shall be struck off the list as unfit for the service generally, or whether he shall be allowed another trial. R.S., c. 17, s. 36.

Officers requiring special qualifications.

37. When the deputy head of a department in which a vacancy occurs reports, for reasons set forth in such report,—

(a) that the qualifications requisite for such office are wholly or in part professional or technical; and,

(b) that it would be for the public interest that the examination herein provided for should, as regards such vacancy, be wholly or partially dispensed with;

the Governor in Council may, without reference to the age of the person, if the head of the department concurs in such report, select and appoint or promote such person as is deemed best fitted to fill the vacancy, subject to such examination as is suggested in the report. 3 E. VII., c. 9, s. 21.

Exceptions.

38. City postmasters and post office inspectors; inspectors, collectors and preventive officers in the Customs Department; inspectors of weights and measures, and deputy collectors and preventive officers in the Inland Revenue Department, may be appointed without examination and without reference to the rules for promotion herein prescribed. 3 E. VII., c. 9, s. 21.

Three years' experience in outside Customs.

39. Notwithstanding anything in this Act a person who has served over three years as an officer or acting officer in the outside service of the Customs may be appointed an examining officer in such service subject to such examination on the duties of office and other qualifications as is prescribed by the deputy head in a report to be concurred in by the head of the department. 3 E. VII., c. 9, s. 21.

College graduates.

40. Graduates of the Royal Military College, or of any university in Canada, shall be exempt from the qualifying examination. 51 V., c. 12, s. 5.

Vacancy in Auditor General's office.

41. If a vacancy occurs in the office of the Auditor General, the report required as to such vacancy shall be made to the Minister of Finance. R.S., c. 17, s. 38.

Re-entry.

42. Any officer, clerk or employee who has resigned, shall be eligible, without examination, under the authority of an order in council, to re-enter the service, in the class in which he was serving at the time of such resignation, and at the salary which he was then receiving, if funds are available for the payment of his salary. R.S., c. 17, s. 53.

PROMOTIONS.

43. The promotion examination may be dispensed with on a report from the deputy head, concurred in by the head of the department, that such examination is not necessary in the case of the following persons when employed or when seeking promotion in the line of their profession:—

- Barristers;
- Attorneys;
- Military or civil engineers;
- Officers of the artillery in the Department of Militia and Defence;
- Architects;
- Draughtsmen and land surveyors.

2. Such examination may also be so dispensed with in the case of special-class excisemen seeking promotion in the Department of Inland Revenue. 51 V., c. 12, s. 8.

44. Railway mail clerks and clerks employed in post offices shall not be required to pass the promotion examination. 60-61 V., c. 26, s. 2; 61 V., c. 20, s. 6.

45. No such examination shall be required for the re-employment or promotion of excisemen who passed the departmental examinations for the special class in the excise service before the first day of July, one thousand eight hundred and eighty-two. R.S., c. 17, s. 39.

46. Except as herein otherwise provided, when any vacancy occurs in one of the higher classes, in either division, the head of the department shall select from the list of successful candidates for promotion, the person whom he considers best fitted for the office, having due reference to any special duties incident to such office, to the qualification and fitness shown by the candidates respectively during their examination and to the record of their previous conduct in the service. R.S., c. 17, s. 42; 51 V., c. 12, s. 10.

47. Every promotion so made shall be subject to a probation of not less than six months.

2. At any time during the first year the head of the department may reject the person promoted, or he may be definitely accepted at any time during the second period of six months after his promotion.

3. If the person so selected is rejected he shall then return to the performance of the duties in which he was previously engaged. R.S., c. 17, s. 43.

48. When any clerk who is promoted on probation is rejected, the head of the department shall select another in his stead from the candidates whose names still remain on

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the lists of qualified persons made by the Board. R.S., c. 17, s. 44.

Former
duties by
whom per-
formed.

49. During the period for which a clerk is promoted on probation the duties of the office previously held by him shall, if necessary, be performed by a person selected for that purpose by the head of the department. R.S., c. 17, s. 45.

EXCHANGES AND TRANSFERS.

Without
examination.

50. An exchange of positions between two officers serving in different departments, or in different divisions of the same department, and the filling of a vacancy in one department by a transfer from another division of the same department or from another department, may be authorized by the Governor in Council to be made without examination of either officer.

No increase.

2. Such exchange or transfer shall be made without increase of salary of either of the persons exchanging or transferred.

Age.

3. No person shall be transferred from the outside to the inside division, whose age at the date of his first appointment exceeded thirty-five years. R.S., c. 17, s. 46.

DEPUTY MINISTERS.

Office.

51. There shall be a deputy head for each department.

Created by
Parliament.

2. No officer shall hereafter be raised to the rank of deputy head except in the case of a vacancy occurring, or when a new department is created by Act of Parliament. 51 V., c. 12, s. 3.

Appoint-
ment.

52. The deputy heads of departments shall be appointed by the Governor in Council, and shall hold office during pleasure.

Removal,
statement of
reasons.

2. Whenever such pleasure is exercised in the direction of removing a deputy head from his office, a statement of the reasons for so doing shall be laid on the table of both Houses of Parliament within the first fifteen days of the next following session. R.S., c. 17, s. 11.

Salary of
Deputy
Minister of
Justice.

53. The Deputy Minister of Justice may, if at the time of his appointment he is a barrister of at least ten years' standing, be paid a salary beginning on appointment at four thousand five hundred dollars per annum, with an annual increase of one hundred dollars until a maximum salary is reached of five thousand dollars. 3 E. VII., c. 9, ss. 2 and 6.

Salary of
Deputy
Minister of
Finance.

54. The Deputy Minister of Finance may, if at the time of his appointment he has been for at least ten years in the service of one or more of the chartered banks of Canada as general manager or as manager of a branch of such bank or in both capacities, be paid a salary beginning on appointment at four

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thousand five hundred dollars per annum, with an annual increase of one hundred dollars until a maximum salary is reached of five thousand dollars.

2. The salary of the Deputy Minister of Finance holding office on the twenty-fourth day of October, one thousand nine hundred and three, shall, so long as he remains in office, be five thousand dollars per annum. 3 E. VII., c. 9, ss. 2 and 3. Present Deputy.

55. The Deputy Minister of Railways and Canals may, if at the time of his appointment he is a civil engineer of at least ten years' standing, be paid a salary beginning on appointment at four thousand five hundred dollars per annum, with an annual increase of one hundred dollars until a maximum salary is reached of five thousand dollars. 3 E. VII., c. 9, s. 2. Salary of Deputy Minister of Railways and Canals.

56. In all cases not hereinbefore provided for the salary of a deputy head of a department shall on appointment be three thousand five hundred dollars per annum, with an annual increase of one hundred dollars until a maximum salary is reached of four thousand dollars per annum. 3 E. VII., c. 9, ss. 2 and 4. Salaries of other deputy heads.

57. The increases of salary hereinbefore authorized to be made to any deputy head shall be made by the Governor in Council upon the recommendation of the head of his department. 3 E. VII., c. 9, s. 2. Increases how made.

58. Nothing herein contained shall operate to diminish the salary or emolument of any deputy head holding office on the twenty-fourth day of October, one thousand nine hundred and three, who was at that date in receipt of a salary larger than would be payable to him under this Act. 3 E. VII., c. 9, s. 5. No salary diminished.

59. The deputy head of each department shall, subject to the directions of the head of the department, oversee and direct the officers, clerks and employees of the department, and shall have general control of the business thereof, and shall perform such other duties as are assigned to him by the Governor in Council. Duties.

2. He shall give his full time to the public service and shall discharge all duties required by the head of the department, or by the Governor in Council, whether such duties are in his own department or not. Full time.

3. No deputy head shall receive any pay, fee or allowance in any form in excess of the amount of the salary hereinbefore authorized to be paid to him. 3 E. VII., c. 9, s. 7. No extra pay.

60. In the absence of any deputy head, a chief clerk named by the head of the department shall perform the duties of such deputy head, unless the performance of such duties is otherwise provided for by the Governor in Council. Acting deputy.

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For Auditor
General.

2. There shall be in the office of the Auditor General a chief clerk who shall at all times act for the Auditor General in his absence. R.S., c. 17, s. 14.

CHIEF CLERKS, GRADE A.

How created.

61. A chief clerkship, grade A, in any department shall only be created by order in council, passed after,—

(a) the deputy head has reported that such an officer is necessary for the proper performance of the public business in the department, stating the reasons on which he has arrived at that conclusion;

(b) the concurrence of the head of the department in such report; and,

(c) the salary has been voted by Parliament. 3 E. VII., c. 9, ss. 8 and 19.

Salary.

62. The minimum salary of a chief clerk, grade A, shall be two thousand four hundred dollars per annum, with an annual increase of one hundred dollars up to a maximum of two thousand eight hundred dollars per annum.

Idem.

2. If, however, a person upon his appointment or promotion to a chief clerkship, grade A, is in receipt of a salary greater than the minimum salary of such chief clerkship, he may be appointed or promoted at the salary which he is then receiving if it does not exceed the maximum salary of such chief clerkship. 3 E. VII., c. 9, s. 8.

Promotion of
chief clerk
to grade A.

63. A chief clerk in any department may without being required to undergo any examination be promoted to a chief clerkship, grade A, by an order in council passed after,—

(a) the deputy head has reported that the duties devolving upon such officer are of special importance, and that the officer recommended for such promotion is specially qualified for their performance;

(b) the concurrence of the head of the department in such report; and,

(c) the salary has been voted by Parliament. 3 E. VII., c. 9, s. 8.

CHIEF CLERKS.

How created.

64. A chief clerkship in any department shall only be created by order in council, passed after,—

(a) the deputy head has reported that such an officer is necessary for the proper performance of the public business in the department, stating the reasons on which he has arrived at that conclusion;

(b) the concurrence of the head of the department in such report; and,

(c) the salary has been voted by Parliament. R.S., c. 17, s. 15.

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65. The minimum salary of a chief clerk shall be one thousand nine hundred dollars, with an annual increase of fifty dollars up to a maximum of two thousand five hundred dollars. 3 E. VII., c. 9, s. 9.

FIRST-CLASS CLERKS.

66. A first-class clerkship shall only be created by order in council, passed on the report of the deputy head, concurred in by the head of the department, setting forth the reasons for creating the office, and after the salary has been voted by Parliament. R.S., c. 17, s. 17.

67. The minimum salary of a first-class clerk shall be one thousand five hundred dollars per annum, with an annual increase of fifty dollars up to a maximum of one thousand nine hundred dollars. 3 E. VII., c. 9, s. 10.

SECOND-CLASS CLERKS.

68. A second-class clerkship shall only be created by order in council, passed on the report of the deputy head, concurred in by the head of the department, setting forth the reasons for creating the office, and after the salary has been voted by Parliament. R.S., c. 17, s. 19.

69. The minimum salary of a second-class clerk shall be one thousand two hundred dollars per annum, with an annual increase of fifty dollars up to a maximum of one thousand five hundred dollars. 3 E. VII., c. 9, s. 11.

JUNIOR SECOND-CLASS CLERKS.

70. A junior second-class clerkship shall only be created by order in council, passed on the report of the deputy head, concurred in by the head of the department, setting forth the reasons for creating the office, and after the salary has been voted by Parliament. 63-64 V., c. 14, s. 2.

71. The minimum salary of a junior second-class clerk shall be eight hundred dollars per annum, with an annual increase of fifty dollars up to a maximum of one thousand one hundred dollars. 3 E. VII., c. 9, s. 12.

72. The Governor in Council may, upon the recommendation of the head of the department, concurred in by the Treasury Board, appoint a person who is a graduate of the Royal Military College or of any university in Canada to be a junior second-class clerk. 63-64 V., c. 14, s. 7.

Condition of
such appoint-
ment.

73. An appointment shall only be made under the last preceding section in one of the following cases:—

- (a) Where the person to be appointed is to take the place of a clerk of the second or a higher class;
- (b) Where the deputy head of the department reports that, owing to the special class of work to be performed, an appointment under the said section is desirable. 63-64 V., c. 14, s. 7.

THIRD-CLASS CLERKS.

How created.

74. Except as hereinafter otherwise provided a third-class clerkship shall only be created by order in council passed on the report of the deputy head, concurred in by the head of the department, setting forth the reasons for creating the office, and after the salary has been voted by Parliament. 3 E. VII., c. 9, s. 19.

Salary.

75. The minimum salary of a third-class clerk shall be five hundred dollars per annum, with an annual increase of fifty dollars up to a maximum of seven hundred dollars. 3 E. VII., c. 9, ss. 16 and 18.

Supplement
for optional
subjects.

76. The Governor in Council may give to any person who is appointed a third-class clerk, in addition to the salary herein provided for on appointment, an amount not exceeding fifty dollars per annum for each optional subject not exceeding two in which he has passed the qualifying examination.

2. Such optional subjects shall be book-keeping, shorthand and typewriting. 63-64 V., c. 14, s. 6; 3 E. VII., c. 9, s. 15.

Appoint-
ment of
certain em-
ployees as
third-class
clerks.

77. Any person who at the time of his appointment as third-class clerk is in the service of the Government and receiving or entitled to receive a salary, and who has been or is a writer, clerk, packer, sorter or messenger, either temporary or otherwise, in the inside service of one of the departments of the Government at Ottawa, or in the office of the Auditor General, may be so appointed at the salary which he was so receiving or entitled to receive at the time of such appointment, not exceeding, however, the maximum salary of a third-class clerk. 3 E. VII., c. 9, s. 20.

Without
qualification.

78. Any such person as in the last preceding section mentioned who had for two years prior to the twenty-fourth day of October, one thousand nine hundred and three, been continuously in the inside service, either in the capacity of writer, clerk, packer, sorter or messenger, or in any other capacity, may be appointed a third-class clerk without regard to his age, and without passing the qualifying examination.

Except
order in
council.

2. The order in council appointing him shall be held to create the third-class clerkship in respect of which such appointment is made. 3 E. VII., c. 9, s. 20.

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MESSENGERS, PACKERS AND SORTERS.

79. This Act in so far as applicable shall continue to apply ^{Permanent} as heretofore to permanent messengers, packers and sorters ^{messengers, packers and sorters.} appointed before the first day of January, one thousand eight hundred and ninety-six. 58-59 V., c. 15, ss. 2 and 14.

80. The salary of a messenger, packer or sorter appointed ^{Salary.} to the Civil Service previous to the first day of January, one thousand eight hundred and ninety-six, may be increased to a maximum of seven hundred dollars per annum by amounts not exceeding fifty dollars in any one year. 58-59 V., c. 15, ss. 2, 12 and 14; 3 E. VII., c. 9, s. 27.

PRIVATE SECRETARIES.

81. Any member of the Civil Service may be appointed ^{Additional} private secretary to the head of a department, and may be ^{salary.} paid an additional salary not exceeding six hundred dollars a year whilst so acting.

2. No salary shall be payable to any private secretary unless ^{If voted.} the amount has been voted by Parliament. R.S., c. 17, s. 48.

SALARIES.

82. Except as herein otherwise provided the salary of a ^{Begin at} clerk on appointment or promotion to any class shall begin ^{minimum.} at the minimum of such class. 58-59 V., c. 15, s. 3; 63-64 V., c. 14, s. 5; 3 E. VII., c. 9, s. 17.

83. The officers, clerks and employees mentioned in schedule ^{Schedule B.} B to this Act shall be paid according to the scale thereby established.

2. The salaries of officers, clerks and employees in the second ^{Other out-} or outside division of departments other than the Customs, ^{side salaries.} Inland Revenue and Post Office Departments shall, subject to the provisions of any Act relating thereto, be fixed in each case by the Governor in Council. R.S., c. 17, s. 25.

84. If an officer, clerk or employee who is promoted to a ^{Salary in} higher class, or who is transferred from one class to another ^{excess} class, is, at the time of such promotion or transfer, in receipt ^{of minimum} of a higher salary or emolument than the minimum salary of ^{in certain} the class to which he is promoted or transferred, the Governor ^{cases.} in Council may authorize the payment to him of the salary or emolument he was receiving at the time of such promotion or transfer, if it does not exceed the maximum salary of the class to which he is promoted or transferred. 63-64 V., c. 14, s. 12.

85. No officer, clerk or employee shall receive any increase ^{Conditions of} of salary except by order in council passed on the report of the ^{increase.}

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deputy head, concurred in by the head of the department, stating that such officer, clerk or employee is deserving of such increase. R.S., c. 17, s. 26; 63-64 V., c. 14, s. 8; 3 E. VII., c. 9, ss. 18, 25 and 27.

May be
suspended.

86. The increase of salary of any officer, clerk or employee authorized under this Act for the then current year may be suspended by the head of the department for neglect of duty or misconduct, and may be subsequently restored by such head, but without arrears. R.S., c. 17, s. 26.

From what
time payable.

87. Except as herein otherwise provided any increase of salary authorized by this Act shall be payable from the first day of the official quarter next succeeding the date on which, from his length of service, any clerk or employee for whom such increase is recommended, is eligible for such increase.

In case of
promotion.

2. In case of promotion, the increase of salary shall become payable from the day on which such promotion takes place. R.S., c. 17, s. 27.

Post office
inspectors
and assist-
ants.

88. Increases of salary of post office inspectors and assistant post office inspectors shall, however, be payable at the expiration of one year from the date of appointment, or at the expiration of one year from the date on which the post office inspector or assistant post office inspector last received an increase, as the case may be. 3 E. VII., c. 49, s. 7.

Payment of
salary pro-
hibited.

89. Except as herein otherwise provided no salary shall be paid to any member of the Civil Service whose appointment or promotion, or whose increase of salary, after the first day of July, one thousand eight hundred and eighty-two, has not been made in the manner provided by the Civil Service Act in force at the time of such appointment, promotion or increase, or otherwise authorized or confirmed by law. R.S., c. 17, s. 28.

No extra
payment.

90. No extra salary or additional remuneration of any kind whatsoever shall be paid to any deputy head, officer, clerk or employee in the Civil Service or to any other person permanently employed in the public service. 51 V., c. 12, s. 12.

Status of
clerks pre-
served.

91. The status of clerks in the service on the twenty-fourth day of October, one thousand nine hundred and three, is hereby preserved, and if the salary of any such clerk is less than the minimum salary of his class as fixed by this Act, his salary may be increased to such minimum. 3 E. VII., c. 9, s. 13.

Deduction
from pay
for unauthor-
ized absence.

92. When the absence of any officer is not occasioned by his employment on other duties by the Government, by leave of absence or on account of illness certified by an authorized medical practitioner, appointed by the Governor in Council for that purpose,

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purpose, his salary for each day of such absence shall be deducted from his monthly salary. R.S., c. 17, s. 51.

93. Nothing contained in this Act shall prejudicially affect ^{Act not to} the salary or emoluments of any deputy head, officer, clerk or ^{prejudice} employee in the Civil Service, appointed on or before the first ^{certain} day of July, one thousand eight hundred and eighty-two, so long as he continues in office, nor shall anything herein contained prejudicially affect any salary or emolument granted and fixed by any Act in force on the day in this section mentioned. R.S., c. 17, s. 54.

TEMPORARY EMPLOYMENT.

94. When from a temporary pressure of work or from any ^{How} other cause extra assistance is required in any branch of either ^{authorized.} the first or second division, the Governor in Council may, on the report of the deputy head of the department, concurred in by the head of the department, that such extra assistance is required, authorize the employment of such number of temporary clerks, writers, messengers, porters, packers, or sorters, as are required to carry on the work of the department. 58-59 V., c. 15, s. 7.

95. Temporary employment shall not give to any person any ^{No per-} claim to permanent appointment or to continued or further ^{manent ap-} temporary employment. 58-59 V., c. 15, s. 9. ^{pointment.}

96. Temporary clerks employed on the first day of January, ^{Temporary} one thousand eight hundred and ninety-six, may be continued in ^{clerks of} such temporary employment, notwithstanding their not having ^{January 1st,} passed any examination, at such rate of pay as fixed by the Governor in Council, not exceeding the rate of pay which they were then receiving. 58-59 V., c. 15, s. 8. ^{1896.}

97. Graduates of the Royal Military College or of any uni- ^{College} versity in Canada may be employed without passing the quali- ^{graduates.} fying examination. 51 V., c. 12, s. 5.

98. The remuneration of temporary clerks and writers and ^{Remunera-} of messengers, porters, packers and sorters, shall be at the rate ^{tion of tem-} to begin with of five hundred dollars per annum, which may be ^{porary} increased by annual sums not exceeding fifty dollars up to a ^{employees.} maximum of seven hundred dollars per annum. 3 E. VII., c. 9, s. 27.

99. The Governor in Council may in the case of any tem- ^{Increase.} porary clerk, or in the case of any temporary messenger, porter, packer or sorter, whose salary was, on the twenty-fourth day of October, one thousand nine hundred and three, less than five

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hundred dollars per annum increase such salary to the amount last mentioned. 3 E. VII., c. 9, s. 27.

Vote.

100. Temporary employees shall be paid only out of moneys specially voted by Parliament for the purpose. 58-59 V., c. 15, s. 11.

LEAVE OF ABSENCE.

How granted.

101. The head of a department may grant to each officer, clerk or other employee, leave of absence for purposes of recreation for a period not exceeding three weeks in each year.

When.

2. Every such officer, clerk or employee, whether in the first or second division, shall take the leave so granted at such time during each year as the head of the department determines. R.S., c. 17, s. 49.

In case of illness, etc.

102. In case of illness or for any other reason which to him seems sufficient, the Governor in Council may grant to any officer, clerk or other employee, leave of absence for a period not exceeding twelve months. R.S., c. 17, s. 49.

SUSPENSION.

How.

103. The head of a department, and in his absence the deputy head, may,—

In what cases.

(a) suspend from the performance of his duty or from the receipt of his salary any officer, clerk or employee guilty of misconduct or negligence in the performance of his duties;

Removal of suspension.

(b) remove such suspension;

Pay forfeited.

but no person shall receive any salary or pay for the time during which he was under suspension.

Report.

2. All cases of suspension by the deputy head of a department shall be reported by him to the head of the department. R.S., c. 17, s. 50.

DISMISSAL.

Governor in Council may dismiss.

104. No provision herein contained shall impair the power of the Governor in Council to remove or dismiss any deputy head, officer, clerk or employee, but no such deputy head, officer, clerk or employee, whose appointment is of a permanent nature, shall be removed from office except by authority of the Governor in Council. R.S., c. 17, s. 55.

ATTENDANCE BOOK.

Form and use.

105. There shall be kept in each department, and in the office of the Auditor General, at the seat of Government, and in each office of the second division, a book or books to be called the attendance book, which shall be in such form as is determined

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determined by the Governor in Council, in which each officer, clerk and employee of such office or department shall sign his name, at such times as are determined by the Governor in Council. R.S., c. 17, s. 56.

OATHS.

106. The deputy heads of departments and all officers, ^{Allegiance} clerks, messengers, sorters and packers of the Civil Service ^{and office.} who have not already done so, and every deputy head, officer, clerk, messenger, sorter or packer hereafter appointed, before any salary is paid him, shall take and subscribe the oath of allegiance and also the oath contained in schedule C to this Act, or such other oath as is provided by any other Act, in that behalf.

2. In the case of the Clerk of the Privy Council, and all ^{Secrecy.} officers, clerks and employees under him, and in the case of any officer, clerk or employee of whom the Governor in Council requires the same, there shall be added to the oath at the asterisks, in the form of the oath in the said schedule C, the words contained in schedule D to this Act.

3. The Clerk of the Privy Council shall take and subscribe ^{Clerk of} the said oaths before the Governor General or some one ^{Privy} appointed by him to administer the same. ^{Council.}

4. In the case of persons residing or coming to reside at the ^{Before whom} city of Ottawa, the oaths shall be taken and subscribed before ^{taken in} the Clerk of the Privy Council. ^{Ottawa.}

5. In other cases the oaths may be taken and subscribed ^{And else-} before a justice of the peace or other proper authority, who shall ^{where.} forward the same to the Clerk of the Privy Council.

6. The Clerk of the Privy Council shall keep a register of ^{Register.} all such oaths. R.S., c. 17, s. 57.

REPORT.

107. The Secretary of State shall lay before Parliament ^{Contents.} within fifteen days after the commencement of each session, a report of the proceedings of the Board under this Act during the preceding year, which report shall include a copy of the examination papers, a statement of all examinations held and of the number of candidates at each, and the names of the successful candidates, and also the rules and regulations made during the year under the provisions of this Act respecting appointments, promotions, examinations, and all other matters appertaining to the Civil Service. R.S., c. 17, s. 58; 51 V., c. 12, s. 13.

CIVIL SERVICE LIST.

108. The Secretary of State shall cause to be printed each ^{Contents} year a list, to be called the Civil Service List of Canada, of

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all persons employed in the several departments of the Government, together with those employed in the two Houses of Parliament, upon the first day of July, next preceding, showing the dates of their several appointments and promotions, their age, rank in the service, and salary; and shall lay the same before Parliament within the first fifteen days of each session. R.S., c. 17, s. 59.

SCHEDULE A.

- (a) Deputy heads of departments;
- (b) Officers who have special professional or technical qualifications;
- (c) Chief clerks of both grades;
- (d) First-class clerks;
- (e) Second-class clerks;
- (f) Junior second-class clerks.
- (g) Third-class clerks. R.S., c. 17, sch. A; 58-59 V., c. 15, s. 12; 63-64 V., c. 14, s. 1; 3 E. VII., c. 9, ss. 14 and 19.

SCHEDULE B.

CUSTOMS.

Higher Classes.

Inspectors...	Salary from	\$1,600 to \$2,500
Collectors...	"	300 to 4,000
Chief clerks...	"	1,200 to 2,000
Surveyors...	"	1,200 to 2,400
Assistant surveyors (comprising tide surveyors, chief landing waiters and chief lockers)...	"	800 to 1,200

Technical Officers.

Appraisers...	Salary from	\$800 to \$2,000
Assistant appraisers...	"	600 to 1,500
Gaugers...	"	600 to 1,200

Other Classes.

Clerks...	Salary from	\$400 to \$1,200
Examining officers (including lockers and landing waiters)...	"	400 to 1,000
Packers, messengers and tide waiters...	"	300 to 600

3 E. VII., c. 9, s. 23.

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INLAND REVENUE.

Inspectors.. . . .	Salary from \$1,600 to \$2,500
Collectors.. . . .	" 500 to 2,400
Deputy collectors.. . . .	" 400 to 1,700
Accountants.. . . .	" 600 to 1,500
Special-class excisemen (chief officers in charge of distilleries).. . . .	" 1,400 to 1,800
Special-class excisemen, other than the foregoing....	" 1,200 to 1,400
First-, second- and third-class excisemen.. . . .	" 600 to 1,200
Probationary excisemen.. . . .	" 500
Stenographers and typewriters..	" 400 to 600
Messengers.. . . .	" 400 to 750

To which may be added for surveys of important manufactories an additional salary for the special-class excisemen and other officers connected with such survey, not exceeding in any one case two hundred dollars per annum. 3 E. VII., c. 9, s. 24.

POST OFFICE.

Post Office Inspectors and Assistant Post Office Inspectors.

The salary of a post office inspector on appointment shall be two thousand dollars, with increases of fifty dollars per annum for six years, and one hundred dollars per annum thereafter up to a maximum of two thousand six hundred dollars.

Any post office inspector who, on the thirteenth day of August, one thousand nine hundred and three, had completed six years of service as such may be granted an increase of one hundred dollars per annum up to the maximum of two thousand six hundred dollars.

Any post office inspector who, on the last mentioned date, had completed less than six years of service as such may be granted an increase of fifty dollars per annum until he has completed six years of service, and one hundred dollars per annum thereafter up to the maximum of two thousand six hundred dollars.

The salary of an assistant post office inspector on appointment shall be twelve hundred dollars, with increases of fifty dollars per annum for the first six years, and one hundred dollars per annum thereafter up to a maximum of one thousand eight hundred dollars.

Any assistant post office inspector who, on the thirteenth day of August, one thousand nine hundred and three, had completed six years of service as such may be granted an increase of one hundred dollars per annum up to a maximum of one thousand eight hundred dollars.

Any assistant post office inspector who, on the last mentioned date, had completed less than six years of service as such may be granted an increase of fifty dollars per annum until he has completed six years of service, and of one hundred dollars per annum thereafter up to a maximum of one thousand eight hundred dollars. 3 E. VII., c. 49, s. 7.

Railway Mail Clerks.

	On Appoint- ment.	After 2 years service in any class of Railway Mail Clerks.	After 5 years service in any class of Railway Mail Clerks.	After 10 years service in any class of Railway Mail Clerks.
	\$	\$	\$	\$
Chief Clerk.....	1,000	1,200	1,350	1,500
First Class	720	800	880	960
Second Class . . .	600	640	720	800
Third Class.....	480	520	560	640

To Railway Mail Clerks, in addition to regular salary, an allowance not exceeding half a cent per mile for every mile travelled on duty in the Post Office cars, and an additional allowance of half a cent per mile for every mile so travelled between eight in the afternoon and eight in the forenoon.

52 V., c. 12, s. 3.

City Postmasters.

Class 1.	When postage collections exceed	\$250,000..	\$4,000
“ 2.	“ “ are from	\$200,000 to 250,000..	3,750
“ 3.	“ “ “	150,000 to 200,000..	3,500
“ 4.	“ “ “	100,000 to 150,000..	3,250
“ 5.	“ “ “	80,000 to 100,000..	2,800
“ 6.	“ “ “	60,000 to 80,000..	2,400
“ 7.	“ “ “	40,000 to 60,000..	2,200
“ 8.	“ “ “	20,000 to 40,000..	2,000
“ 9.	“ “ are less than..20,000..	1,400

to \$1,800, as the Postmaster General determines. These salaries shall not be supplemented by any allowances, commissions or perquisites whatsoever.

Assistant Postmasters.

Class 1.	When postage collections exceed	\$80,000..	\$2,000
“ 2.	“ “ are from	\$60,000 to 80,000..	1,800
“ 3.	“ “ “	40,000 to 60,000..	1,600
“ 4.	“ “ “	20,000 to 40,000..	1,400
“ 5.	“ “ are less than..20,000..	1,100

to \$1,400, as the Postmaster General determines. 52 V., c. 12, s. 3.

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*Clerks in City Post Offices, and the Offices of Post Office
Inspectors and Superintendents of Railway
Mail Service.*

Fourth class, on appointment, four hundred dollars; by annual increases of fifty dollars up to seven hundred dollars. If any stamper and sorter is promoted to the fourth class, his initial salary as such class clerk shall be not less than his salary as such stamper and sorter at the time of such promotion.

Junior third class, on appointment, seven hundred dollars; by annual increases of fifty dollars up to eight hundred dollars.

Senior third class, on appointment, eight hundred dollars; by annual increases of fifty dollars up to nine hundred dollars.

Junior second class, on appointment, nine hundred dollars; by annual increases of fifty dollars up to one thousand dollars.

Senior second class, on appointment, one thousand dollars; by annual increases of fifty dollars up to one thousand two hundred dollars.

First class, specific duties, with fixed salaries in each case to be determined by the Postmaster General; no salary to be less than one thousand two hundred dollars, or more than one thousand five hundred dollars.

Any clerk in any of the said offices who on the thirteenth day of August, one thousand nine hundred and three, was in the third class, shall be deemed to be a junior third-class clerk, his salary until otherwise ordered, continuing to be the amount which he was then enjoying, subject to annual increases not exceeding fifty dollars until it reaches eight hundred dollars per annum.

Any clerk in the second class on the last mentioned date shall be deemed to be a senior second-class clerk, except that if his salary was then less than one thousand dollars, it shall, until otherwise ordered, continue to be the amount which he was then enjoying, subject to annual increases, not exceeding fifty dollars each, until it reaches twelve hundred dollars per annum. 3 E. VII., c. 49, s. 6.

SCHEDULE C.

I (A.B.) solemnly and sincerely swear that I will faithfully and honestly fulfil the duties which devolve upon me as _____ and that I will not ask, or receive any sum of money, services, recompense or matter or thing whatsoever, directly or indirectly, in return for what I have done or may do in the discharge of any of the duties of my said office, except my salary or what may be allowed me by law or by an order of the Governor in Council; * * * *
So help me God. R.S., c. 17, sch. C.

SCHEDULE D.

(After the asterisks in schedule C.)

And that I will not, without due authority in that behalf, disclose or make known any matter or thing which comes to my knowledge by reason of my employment as *(as the case may be)*. R.S., c. 17, sch. D.

An Act to amend the Civil Service Act.

[Assented to 20th July, 1908.]

HIS Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:—

SHORT TITLE.

1. This Act may be cited as *The Civil Service Amendment Act*, Short title. 1908.

INTERPRETATION.

2. In this Act, unless the context otherwise requires,—

Definitions.

(a) "Commission" means the Civil Service Commission hereby constituted;

(b) "deputy head," in addition to the officers mentioned in paragraph (b) of section 2 of *The Civil Service Act*, includes the Clerks of both Houses and the Librarians of Parliament;

(c) "head of a department," in addition to the Ministers mentioned in paragraph (a) of section 2 of *The Civil Service Act*, includes the Speakers of both Houses;

(d) the word "now," when used in this Act, shall mean the date of its coming into force.

CONSTITUTION.

3. The Civil Service shall be divided into two divisions, Two divisions. namely,

The Inside Service, which shall consist of that part of the public service in or under the several departments of the Executive Government of Canada and in the offices of the Auditor Inside Service.

General, the Clerk of the Privy Council, and the Governor General's Secretary, employed at the city of Ottawa, or at the Experimental Farm Station or the Dominion Astronomical Observatory near Ottawa, but not including the officers, clerks, and employees employed at Ottawa in the second or outside departmental division as defined by paragraph (b) of section 4 of *The Civil Service Act*, or in any office of a purely local character; and

Outside Service.

The Outside Service, which shall consist of the rest of the Public Service.

Employees of Parliament.

2. So much of this Act and of *The Civil Service Act* as relates to appointment, classification, salaries and promotions shall apply to the permanent officers, clerks and employees of both Houses of Parliament and of the Library of Parliament.

Application to Inside Service.

4. Sections 5 to 26, both inclusive, and 28 to 40, both inclusive, of this Act apply only to the Inside Service.

Repeal of parts of C. S. Act.

2. As regards the Inside Service only, the following sections and schedule of *The Civil Service Act* are repealed: 4, 16 to 26, both inclusive, 32 to 37, both inclusive, 40, 41, 43, 46, 61 to 78, both inclusive, 80, 82, 84, 85, 90, 91, 94, 97, 98 and 99, and schedule A.

Application to Outside Service.

3. The Governor in Council may, by order in council to be published in the *Canada Gazette*, bring the whole or any part of the Outside Service under the same provisions of the law as the Inside Service.

Classification of Inside Service.

5. The Inside Service under the deputy heads, excluding messengers, porters, sorters and packers, and such other appointments and employments in the lower grades as are determined by the Governor in Council, shall be divided into three divisions.

First Division.

2. The First Division shall be divided into—

Subdivision A, consisting of officers having the rank of deputy heads but not being deputy heads administering departments, assistant deputy ministers, and the principal technical and administrative and executive officers;

Subdivision B, consisting of the lesser technical and administrative and executive officers, including the chief clerks now holding office and not eligible for subdivision A.

Second Division.

3. The Second Division shall consist of certain other clerks, having technical, administrative, executive, or other duties which are of the same character as, but of less importance and responsibility than, those of the first division. This division shall be divided into subdivisions A and B.

Third Division.

4. The Third Division shall consist of the other clerks in the Service whose duties are copying and routine work, under direct supervision, of less importance than that of the second division. This division shall be divided into subdivisions A and B.

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6. Clerks now holding the rank of first class shall be placed in subdivision A of the Second Division. Second and Third Divisions.

2. Clerks now holding the rank of senior second class shall be placed in subdivision B of the Second Division.

3. Clerks now holding the rank of junior second class shall be placed in subdivision A of the Third Division.

4. Third class clerks and temporary clerks paid out of Civil Government Contingencies shall be placed in subdivision B of the Third Division.

7. Except as herein otherwise provided, all persons now employed in the first or inside departmental division, as defined by paragraph (a) of section 4 of *The Civil Service Act*, including temporary clerks paid out of Civil Government Contingencies, shall, upon the coming into force of this Act, be classified according to their salaries under this Act. Application to present Inside Service.

8. As soon as practicable after the coming into force of the Act, the head of each department shall cause the organization of his department to be determined and defined by order in council, due regard being had to the status of each officer or clerk as the case may be. Organization of departments.

2. The order in council shall give the names of the several branches of the department, with the number and character of the offices, clerkships and other positions in each, and the duties, titles and salaries thereafter to pertain thereto.

3. After being so determined and defined, the organization of a department shall not be changed except by order in council.

4. Copies of such orders in council shall be sent to the Commission.

CIVIL SERVICE COMMISSION.

9. There shall be a Commission, to be called the Civil Service Commission, consisting of two members appointed by the Governor in Council. Civil Service Commission constituted.

2. The rank, standing and salary of each commissioner shall be those of a deputy head of a department; and each commissioner shall hold office during good behaviour, but shall be removable by the Governor General on address of the Senate and House of Commons. Status of commissioners.

10. The duties of the Commission shall be—

(a) to test and pass upon the qualifications of candidates for admission to the service, and for promotion in the service, and to issue certificates with respect thereto where required under this Act or regulations made thereunder;

(b) of its own motion to investigate and report upon the operation of *The Civil Service Act* or of this Act, and upon the violation of any of the provisions of *The Civil Service Act* or of this Act or of any regulation made under either of the said Acts, Duties of Commission.

and upon the request of the head of a department with the approval of the Governor in Council, to investigate and report upon the organization of the department, the conduct and efficiency of its officers, clerks and other employees, and any other matter relative to the department; and in connection with, and for the purposes of, any such investigation the Governor in Council may invest the commission with all or any of the powers vested in a commissioner appointed under Part II. of *The Inquiries Act*;

(c) such other duties as are assigned to it by the Governor in Council.

Regulations.

2. Such duties shall be performed in accordance with regulations made by the Commission and approved by the Governor in Council.

Other employment prohibited.

3. A commissioner shall not hold any other office or engage in any other employment.

Civil Service examiners and examinations.

11. The present Civil Service examiners shall continue to hold office during pleasure, and shall be under the direction of the Commission.

2. The powers of the Civil Service examiners as a board under sections 7 to 15, both inclusive, of *The Civil Service Act* shall be vested in, and may be exercised by, the Commission; and for the purposes of the said sections, either member of the Commission may exercise any function or power vested by the said sections in the chairman of the board.

3. The said sections shall, so far as they are applicable and with the necessary modifications, apply to examinations under this Act.

4. Such further examiners as are deemed necessary may be appointed by the Commission.

Commissioners' oath of office.

12. Each commissioner shall, before entering upon the duties of his office, take and subscribe, before the Clerk of the Privy Council, an oath that he will faithfully and honestly perform the duties devolving upon him as commissioner.

APPOINTMENTS.

Competitive admission examinations.

13. Except as herein otherwise provided, appointment to positions in the Inside Service under that of deputy head shall be by competitive examination, which shall be of such a nature as will determine the qualifications of candidates for the particular positions to which they are to be appointed, and shall be held by the Commission from time to time in accordance with the regulations made by it and approved by the Governor in Council.

Qualification of candidates.

14. No person shall be admitted to such an examination unless he is a natural-born or naturalized British subject, and

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has been a resident of Canada for at least three years, and is, at the time of the examination, of the full age of eighteen years and not more than thirty-five years, and presents the required certificates as to health, character and habits.

15. Before holding any such examination the Commission shall require each head of a department to furnish it with the number of additional permanent officers or clerks likely to be required in his department within the next six months. Computation of number of vacancies.

2. On this basis, and having regard also to the requirement of the several departments for temporary services, a computation shall be made by the Commission of the number of competitors to be selected at the next ensuing examination.

3. If there remain from a previous examination successful competitors who have not received appointments, their number shall be deducted in making the computation, and their names, in the order of merit, shall be placed at the top of the list to be prepared in accordance with section 17 of this Act.

16. Thereupon due notice of the examination shall be given by the Commission, stating the character and number of the positions to be competed for. Notice of examinations.

17. Immediately after the examination the Commission shall make out a list of the successful competitors thereat for each position, in the order of merit, up to the number computed in accordance with section 15. List of successful competitors.

18. From the said list the Commission, on the application of the deputy head, with the approval of the head, of any department, shall supply the required clerks, whether for permanent or temporary duty. Selections to fill vacancies.

2. The selections shall be, so far as practicable, in the order of the names on the list, but the Commission may select any person who in his examination shows special qualifications for any particular subject.

3. The Commission shall forthwith notify the Treasury Board and the Auditor General of the name and position in the service of each clerk supplied to any department and also of the rejection of any such clerk during his probationary term.

4. Assignment for temporary duty shall not prejudice the right to assignment for permanent duty.

5. No clerk supplied for temporary duty shall be so employed for more than six months in any year.

19. The head of the department, on the report in writing of the deputy head, may, at any time after two months from the date of assignment, and before the expiration of six months, reject any person assigned to his department. Rejection during probation.

2. The cause of the rejection shall be reported by the deputy head to the Commission, who shall thereupon select another person to take the place of the one rejected, and decide whether the latter shall be struck off the list or allowed a trial in another department.

Probationary
service.

20. After a person so selected has served a probationary term of six months, he shall be deemed to be permanently accepted for the service.

Professional
and specially
qualified
officers.

21. If the deputy head reports that the knowledge and ability requisite for the position are wholly or in part professional, technical or otherwise peculiar, the Governor in Council, upon the recommendation of the head of the department based on the report in writing of the deputy head, may appoint a person to the position without competitive examination and without reference to the age limit, provided the said person obtains from the Commission a certificate, to be given with or without examination, as is determined by the regulations of the Commission, that he possesses the requisite knowledge and ability and is duly qualified as to health, character and habits.

Messengers,
packers, etc.

22. Appointments to the positions of messenger, porter, sorter and packer, and to such other positions in the lower grades as are determined by the Governor in Council, may be made by the Governor in Council upon the recommendation of the head of the department based on the report in writing of the deputy head, and accompanied by a certificate of qualification from the Commission, to be given with or without examination, as is determined by the regulations of the Commission, that the person applying for the appointment possesses the requisite knowledge and ability and is duly qualified as to age, health, character and habits.

Temporary
clerks.

23. When, from a temporary pressure of work, extra assistance in excess of those whose names are on the list of successful competitors is required in the Inside Service of any department, the Governor in Council may, upon the recommendation of the head, based on the report in writing of the deputy head of the department that such extra assistance is required, authorize the employment of such number of temporary clerks as are required to carry on the work of the department.

2. Every such clerk shall, however, before appointment obtain a certificate of qualification from the Commission, to be given with or without examination, as is determined by the regulations of the Commission, that he possesses the requisite knowledge and ability and is duly qualified as to age, health, character and habits.

3. No such temporary clerk shall be employed for more than four months in any year.

PROMOTIONS.

24. Promotion, other than from the third to the second division, shall be made for merit by the Governor in Council upon the recommendation of the head of the department, based on the report in writing of the deputy head and accompanied by a certificate of qualification by the Commission to be given with or without examination, as is determined by the regulations of the Commission. Promotion by merit.

25. Except as herein otherwise provided, vacancies in the first division shall be filled by promotions from the second division. Promotion from Second Division to First.

26. Clerks in the third division shall be permitted to enter for the open competitive examination for the second division, after such term of service and under such other conditions as are determined by regulations made by the Governor in Council, on the recommendation of the Commission. Promotion to Second Division.

2. Any person placed in the third division upon the coming into force of this Act, may, by the Governor in Council, upon the recommendation of the head of the department, based on the report in writing of the deputy head, and accompanied by a certificate of qualification by the Commission, to be given with or without examination, as is determined by the regulations of the Commission, be promoted from the third division to the second division without an open competitive examination.

SALARIES.

27. The salary of a deputy head shall be five thousand dollars per annum. Salary of deputy head.

2. Sections 53 to 57 of *The Civil Service Act*, both inclusive, are repealed. R.S., c. 16, sections 53 to 57 repealed.

28. In the first division, the minimum and maximum salaries shall be as follows:— Salaries in First Division.

In subdivision A, \$2,800 to \$4,000;

In subdivision B, 2,100 to 2,800.

29. In the second division, the minimum and maximum salaries shall be as follows:— Salaries in Second Division

In subdivision A, \$1,600 to \$2,100;

In subdivision B, 800 to 1,600.

30. In the third division, the minimum and maximum salaries shall be as follows:— Salaries in Third Division

In subdivision A, \$900 to \$1,200;

In subdivision B, 500 to 800

Salaries of
temporary
clerks.

31. The salary of a temporary clerk shall be the minimum salary of the grade or division for which he has successfully competed: Provided that the salary of a temporary clerk employed under section 23 of this Act shall be the minimum salary of subdivision B of the third division.

Salaries of
messengers,
porters, etc.

32. For the position of messenger, porter, sorter, packer, and such other positions in the lower grades as are determined by the Governor in Council, the minimum and maximum salaries shall be \$500 and \$800, and, unless the official record, to be kept as hereinafter provided, shows him to be undeserving thereof, there may be given to every person holding such a position an annual increase of fifty dollars until the maximum is reached.

Existing
conditions
continued.

2. Every person now holding such a position in the service, whether permanent or temporary, shall be continued in the like position under this Act at his present salary with the same tenure of office as if appointed to the said position under this Act, and shall be eligible for annual increase as in this section provided.

Salary on
appoint-
ment

33. The salary on appointment shall be the minimum salary attached to the position: Provided that, in case the qualifications required for the performance of the duties of a position are of an exceptional character, a further sum, not exceeding \$500, may be added to the said salary by the Governor in Council upon the recommendation of the head of the department, based on the report in writing of the deputy head accompanied by the certificate of the Commission that the person proposed to be appointed possesses the qualifications required for the performance of the duties of the said position: Provided always that such salary shall not exceed the maximum salary of the subdivision to which the appointment is made.

Salary on
promotion.

34. If a person, on his appointment or promotion to any office or position, is in receipt of a salary in the service greater than the minimum salary of the office or position to which he is appointed or promoted, he may be appointed or promoted at the salary which he is then receiving if it does not exceed the maximum salary of the said office or position.

Status
preserved.

35. Nothing in this Act shall be held to reduce the status of any officer, clerk or employee in the service; and if the salary of any such officer, clerk or employee is less than the minimum salary of his subdivision or position under the provisions of this Act, his salary may forthwith be increased to such minimum.

2. Any person (whether permanent or temporary) who is in receipt of a salary at or above the maximum, as heretofore established, of the class (permanent or temporary) in which he is then serving shall, on the expiry of one year from his

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having first been in receipt of such salary, be eligible for the increase of salary provided by this Act.

36. Except as herein otherwise provided, the salary of any person placed in the Inside Service by or under this Act or to whom the provisions thereof are made applicable, shall be that which he is then receiving, and the said salary shall determine his classification: Provided that where the amount of the salary is common to two subdivisions, the classification shall be determined by the Governor in Council. Salary and classification.

37. There may be given to every officer in the first division an annual increase of one hundred dollars, until the maximum of his subdivision is reached. Annual increase.

2. Unless the official record, to be kept in the manner hereinafter set forth, shows him to be undeserving thereof, there may be given to every officer, clerk, or other employee in any subdivision of the second or third divisions an annual increase of \$50, until the maximum of his subdivision is reached.

3. In case of exceptional merit a further increase, not exceeding \$50, may be given in the second and third divisions.

4. The said increase shall only be authorized by the Governor in Council upon the recommendation of the head of the department based on the report in writing of the deputy head and, in case of officers, clerks, and other employees of the second and third divisions to whom a further increase is recommended, accompanied by a certificate of merit from the Commission.

38. No salary or additional remuneration beyond the regular salary of the office he holds shall be paid to any deputy head, officer, clerk, or employee in the Civil Service, or to any other person permanently employed in the public service, except by a special vote of Parliament, in which the name of the person who is to receive the remuneration shall be given; and no vote expressed to be made generally, though qualified by the words "notwithstanding anything in *The Civil Service Act*" or any words to like effect, shall be deemed sufficient to authorize the payment of any such additional salary or remuneration. No extra salary except by special vote.

GENERAL.

39. Any person chosen by a Minister to be his private secretary may, without examination and irrespective of age, be appointed for a period not exceeding one year, and paid as a clerk in subdivision B of the second division, and after one year's services as such secretary he shall be deemed to be appointed to such rank. Private secretaries.

40. A record of the conduct and efficiency of all officers, clerks and employees below the first division shall be kept in each department. Record of employees.

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2. Such records shall be established by means of reports, to be furnished to the deputy head at least every three months by the chiefs of branches.

3. At the end of each year, and oftener if required by it, copies of these reports shall be sent to the Commission by the deputy head.

4. Such reports, if adverse or unfavourable, shall be shown to the persons respecting whom they are made.

Payment on
death of
employee

41. If a person dies while in the public service, after having been at least two years therein, an amount equal to two months of his salary shall be paid to his widow or to such person as the Treasury Board determines.

Attempt to
influence
Commission.

42. No person shall, directly or indirectly, solicit or endeavour to influence a member of the Commission with respect to the appointment of any person to the service, or with respect to the promotion of, or an increase of salary to, any officer, clerk, or employee in the service.

2. Any person who, directly or indirectly, solicits or endeavours to influence a member of the Commission in favour of his appointment, promotion or increase of salary, shall be deemed to be unworthy of such appointment, promotion or increase, and it shall not be accorded him; and if he is employed in the Civil Service, he shall be liable to immediate dismissal.

Voting at
Dominion or
Provincial
election.

43. No officer, clerk or employee in the Civil Service shall be debarred from voting at any Dominion or Provincial election if under the laws governing the said election he has the right to vote; but no such officer, clerk or employee shall engage in partisan work in connection with any such election.

Administra-
tion of Act
and report to
Parliament.

44. The Secretary of State shall be charged with the administration of this Act and shall lay before Parliament, within fifteen days after the commencement of each session, a report of the proceedings of the Commission under this Act during the preceding year.

Officers of
Parliament.

45. Wherever under sections 5, 8, 10 (paragraph *b* of subsection 1), 21, 22, 23, 24, 26 (subsection 2), 32, 33, 36 and 37 (subsection 4), of this Act or under *The Civil Service Act*, any action is authorized or directed to be taken by the Governor in Council or by order in council, such action, with respect to the officers, clerks and employees of the House of Commons or the Senate, shall be taken by the House of Commons or the Senate, as the case may be, by resolution, and with respect to the officers, clerks and employees of the Library of Parliament, and to such other officers, clerks and employees as are under the joint control of both Houses of Parliament, shall be taken by both Houses of Parliament by resolution, or, if such action is required during

the recess of Parliament, by the Governor in Council, subject to ratification by the two Houses at the next ensuing session.

46. Nothing in this Act or *The Civil Service Act* shall be held to curtail the privileges now enjoyed by the officers, clerks, and employees of the House of Commons or of the Senate or of the Library of Parliament with respect to rank and precedence, or to attendance, office hours, or leave of absence, or with respect to engaging in such employment during parliamentary recess as may entitle them to receive extra salary or remuneration. The same.

47. All sums of money voted by Parliament for the financial year ending on the thirty-first day of March, 1909, and applicable to the payment of the salaries or the increases to the salaries of any persons in the public service, shall, in the event of the promotion of any such persons to higher divisions or grades, or on their transfer to other positions in the public service, or on their becoming entitled to, or being granted, increases of salary under the provisions of this Act, be applicable to the payment of the salaries or increases to the salaries of such persons so promoted or transferred, or becoming entitled to, or being granted, such increases; and during the said financial year there may be paid out of the Consolidated Revenue Fund of Canada such sums of money as have not been voted by Parliament but are required for the payment of such salaries and increases of salaries as are authorized by this Act. Appropriation of money.

48. This Act shall come into force on the first day of September next. Commencement of Act.

APPENDIX 2.

**REGULATIONS FOR THE GOVERNANCE OF THE BOARD OF CIVIL
SERVICE EXAMINERS IN HOLDING EXAMINATIONS
UNDER THE CIVIL SERVICE ACT.**

1. One of the members shall be chairman, and when present shall pre-
side at the meetings of the Board, and one may be secretary, if appointed
to that office by the Governor General in Council. Chairman
and secre-
tary.
2. In the absence of one of the members of the Board the other two
shall be competent to transact business, and their decision shall be as valid
as if the three had been present. Two mem-
bers of
board may
transact
business.
3. Regular entrance examinations shall be held annually at as many
of the places named in the Civil Service Act as the Governor General in
Council may direct, and also at any other places similarly selected and
designated to the Board. The examination shall commence on the second
Tuesday in the month of November, and shall continue until completed. Regular
entrance ex-
aminations.
4. The Board shall meet prior to the examination in sufficient time to
make the preparations necessary for holding the said examination, and
shall continue to meet until their work is finished. Meetings of
board.
5. The examinations shall be held simultaneously, that is, on the same
days and hours at the several places designated by the Council, and shall
be conducted at every place precisely in the same manner and by means of
the same questions. Examina-
tions to be
held simul-
taneously
and in same
manner.
6. The answers of the candidates shall be in writing and on paper
prepared and supplied by the Board. Answers in
writing.
7. In the places at which the examiners cannot personally attend,
sub-examiners shall be appointed to conduct the examinations according
to the printed regulations supplied to them by the Board. Sub-exam-
iners to be
appointed.
8. At the close of the examinations it shall be the duty of the examiners
in charge, to collect and seal up the written papers of the candidates and
to transmit the same, duly attested, to the secretary of the Board at Ottawa. Written
papers to be
sealed up
and trans-
mitted to
secretary.
9. Every candidate for examination shall be required to satisfy the
Board:—
 1. If coming up for the Preliminary examination only and if intend-
ing to serve in the Inside Departmental Division, that he is of the full age
of fifteen years and not over thirty-five; if coming up for the Qualifying
examination, that he is of the full age of eighteen years; and if for the
Inside Departmental Division, not over thirty-five years old. Require-
ment of
candidate.
Preliminary
examina-
tion, age.
Qualifying
examina-
tion, age.

NOTE.—The proof of age shall be by a properly certified extract from
the birth registration, and should this not be procurable, then by such
other evidence as may be satisfactory to the Board. Proof of age.

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Sound health.

2. That he is in sound health and free from any defect or disease, mental or physical, which would be likely to interfere with the proper discharge of his duties.

Proof of health.

NOTE.—The proof of health shall be by the certificate of a practising physician.

Character.

3. That his character is such as to qualify him for employment in the Civil Service.

Proof as to character.

NOTE.—The proof of character shall be by the certificate of a minister of religion, mayor, or justice of the peace.

APPLICATIONS.

Application for admission to examination, forms to be used.

10. The applications for admission to the examination shall be by means of forms which will be supplied to the candidate by the Board, and said forms correctly filled up shall be re-addressed to the secretary, at least one month before the day appointed for commencing the examination.

Fees to be paid.

11. A fee of two dollars in the case of the Preliminary examination and of four dollars in the case of the Qualifying examination, shall be paid by each candidate, and shall be collected on the first day of the examination as the roll is being called. In the case of candidates coming up for examination in one subject the fee shall be two dollars, and a fee of one dollar shall be payable for the privilege of taking optional subjects. Should insuperable difficulties preclude the attendance of a candidate at the examination for admission to which he has sent the regular application and certificates such candidate, on communicating the facts to the secretary, may be admitted at the next ensuing examination, by simply sending an application without new certificates.

Admission to next ensuing examination.

EXAMINATIONS.

Examinations open. English or French language may be used.

12. The examinations shall be open to all persons who shall have complied with the requirements of the Civil Service Act, as to proof of age, health and character, and in doing their examination work, the candidates shall be at liberty to use either the English or the French language.

Notice of examination.

13. Notice of every examination to be held under the Civil Service Act shall be published in the *Canada Gazette*, in the English and French languages, one month at least before the date fixed for the examinations, and shall state when and where it is to be held.

Examinations, how designated. Optional subjects.

14. The examinations shall be known as the Preliminary or Lower Grade and the Qualifying or Higher Grade. In conjunction with the latter, there will be certain optional subjects, any or all of which the candidates may take or decline to take as may be minded.

Preliminary examination.

15. The Preliminary examination will be in,—

1. Penmanship;
2. Orthography;
3. The first four rules of arithmetic;
4. Reading print and manuscript.

Maximum marks and minimum of average required.

16. The maximum marks in each subject will be 60, and in order to pass, the candidate will require to make not less than 30 per cent on any subject, and an average of 50 per cent of the combined value on all subjects, or 120 out of the 240.

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17. The Preliminary examination will qualify for the following appointments:—

18. Messengers in both Inside and Outside divisions, porters, railway mail porters, sorters, packers, letter carriers, mail transfer clerks, box collectors, tide waiters, assistant inspectors of weights and measures, and such other offices of the Lower Grades as may be determined by the Governor General in Council.

Appointments for which the preliminary examination will qualify.

19. The Qualifying or Higher Grade examination shall be held immediately after the Preliminary, and shall be in,—

Qualifying or higher grade examination. List of subjects included in the examination.

1. Penmanship;
2. Orthography;
3. Arithmetic, including interest, vulgar and decimal fractions;
4. Geography, chiefly of the Dominion of Canada;
5. History,—British, French and Canadian—chiefly the latter;
6. Grammar;
7. Composition;
8. Transcription.

20. The same scale shall govern in this as in the Preliminary examination, viz., a minimum of not less than 30 per cent on any one subject, and an average on the whole eight of 50 per cent. As the subjects are valued at 100 marks each, the average required will be 400. This examination will qualify for the following appointments:—

Same scale shall govern as in the preliminary examination.

1. Temporary writers in the first division;
2. Third-class clerkships and the offices of landing waiters and lockers in the second division for Customs service;
3. Third-class clerkships and the office of exciseman in the second division for Inland Revenue service;
4. Third-class clerkships, railway and marine mail clerkships, and the offices in the second division for Post Office service;
5. Junior second-class clerkships in the first division.

Appointments for which the qualifying or higher grade examination shall qualify.

21. Candidates who fail in one subject only at the Qualifying examination, but who make the required average (50 per cent, or 400 marks) will be allowed to come up at the next ensuing examination, and then only for that one subject, and if they secure the minimum will be held to have passed.

Conditions upon which candidates may come up at the next ensuing examination.

22. Candidates who fail at the Qualifying examination, excepting those who fail in one subject only, will receive no advantage from the optional subjects they may have treated successfully, the failure in the Qualifying subjects neutralizing success in options.

Candidates failing at qualifying examination; effect as to optional subjects.

23. Candidates who may desire to be examined in optional subjects must take them at the time of the Qualifying examination, at which they present themselves, and will not be permitted to come up for that purpose at any subsequent examination.

Subsequent examinations in optional subjects not allowable.

24. Candidates who pass in options will, in the event of appointment to office, be credited with the subjects in which they were successful up to two, but not in excess of two.

Candidates who passed in options.

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List of
optional
subjects.

25. The options are:—

1. Bookkeeping—by double entry;
2. Shorthand;
3. Typewriting.

Minimum
of marks in
option.

26. In order to pass in options, the candidates will require to make at least 50 marks in each subject taken.

Option
candidates
will inform
secretary.

27. Candidates who intend taking options will inform the secretary of the Board.

CERTIFICATES.

Certificate.
Option 'with
honours.'

28. Every candidate who passes the preliminary or Qualifying examination successfully will receive a certificate to that effect, and in the cases of candidates who have gained options, a certificate 'with honours,' specifying the options passed.

TIME TABLES.

Board will
prepare time
tables.

29. The Board will prepare time tables for the several examinations, showing the order in which the subjects are to be taken up, and the time allowed for each, which time shall be strictly observed by the examiners.

FORMS.

Board will
provide
forms.

30. The forms necessary for giving effect to the foregoing rules will be provided by the Board, and on application to the secretary, not less than one month before the day of examination, will be forwarded to the candidates and others interested.

REPORT.

When re-
port shall
be made by
board, and
what it shall
embrace.

31. Not later than the 31st day of January in each year, the Board shall make a report to the Secretary of State of the proceedings for the year ended on the preceding 31st day of December, which report will embrace copies of the printed examination question papers used at the several examinations, the names of the successful candidates, and copies of any rules or regulations adopted during the year.

STATIONERY.

Stationery
and other
requisites.

32. The stationery and other requisites shall be provided by the Department of Public Printing and Stationery upon requisitions from the Board of Examiners approved by the head of said department.

Regulations for Conducting the Civil Service Entrance Examinations.

Preparation
and printing
of questions.

33. The Board of Examiners shall prepare and cause to be printed (confidentially) the questions to be used at the Preliminary, Qualifying (including options) and Promotion examinations, excepting always the Promotion papers on 'Duties,' which papers the departments interested will supply.

How exam-
ination
shall be
commenced.

34. The examiner will begin by calling the roll and marking, opposite to the names of the candidates in attendance, the word 'present,' and to these he will communicate the number by which they are to be severally identified throughout the examination.

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35. Each subject for examination shall be dealt with in a separate paper, and sufficient time will be allowed the candidates to give their work a careful and intelligent treatment. Separate paper for each subject.
36. The examinations will commence each day at 9.30 a.m., continuing until noon, when a recess will be taken. They will commence at 1.30 p.m., and continue day by day till 4 p.m., or to the time specified in the time table, till finished. Hours of examination.
37. Each candidate shall be designated by a number, which he will place in plain figures at the head of each sheet of paper he may use and also (together with the name of the subject treated) on the back of the outside sheet, which papers, at the expiration of the time allowed, he will hand to the examiner. Each candidate shall be designated by a number.
38. The questions will be numbered, and the number of marks assigned to each question will be shown in the margin of the printed question paper. Questions will be numbered.
39. The date and hour for the issue of each examination (question) paper and the time allowed for its treatment will be plainly stated at the head thereof. Date, hour and time to be stated.
40. The examiners will exercise the greatest possible care in order to prevent the nature of the examination questions from becoming known before the time fixed for the issue of the papers has arrived. Examiners will exercise care.
41. Should the Board have reason at any time to believe that candidates have been guilty of misconduct, by copying from each other or by improperly obtaining information relative to the subjects under treatment during the examination, they (the Board) will hold the results of the examination respecting such candidate in suspense until they have thoroughly investigated the circumstances; and if such misconduct should be found to have occurred, the papers of such candidates will be cancelled and the offending persons will be disqualified from future examinations. Candidates guilty of misconduct, by copying from each other, or improperly obtaining information how to be dealt with.
42. Should the sub-examiners have cause to believe that the irregularities referred to in the preceding paragraph, or any others, have taken place among their candidates, they will faithfully report the facts to the Board. Irregularities to be reported to the board.
43. The number of examination (question) papers on each subject required at each place of examination will be sent to the examiners, inclosed in sealed envelopes, indorsed with the subject and the number of papers they contain, and said envelope shall only be opened when the time specified in the time table for doing so has arrived, and in the presence of the candidates. Number of papers on each subject shall be sent to the examiners, and endorsed with the subject, etc.
44. The stationery required for the examinations will be supplied by the Board, and the paper shall be written upon one side only. The margin must also be left blank, as it will be wanted for noting the valuations. Stationery will be supplied by the board.
45. No persons other than the examiners, their assistants and the candidates shall be allowed within the rooms during the examinations. Who allowed in during examination.
46. The examiners shall refrain from communicating to any one the results of the examinations until the same shall have been reported to the Secretary of State. Examiners not to communicate.

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Position of
candidates
during ex-
amination.

47. The candidates shall, if possible, be placed five feet apart during the examinations, and any attempt at holding communication with each other must be promptly and effectually checked by the examiners.

Books, etc.,
not per-
mitted.

48. No books, notes, maps or diagrams shall be permitted in the examination rooms.

Candidates
shall be
seated five
minutes be-
fore the
commence-
ment of the
examina-
tions.

49. The candidates shall all be seated five minutes before the commencement of the examinations, and no candidate will be allowed to enter the room later than fifteen minutes after the time fixed for commencing the treatment of a subject. Nor shall any candidate be allowed to leave the room during the treatment of a subject—save in cases of extreme necessity—but so soon as any candidate shall have finished his paper he may hand it to the examiner after which he will be at liberty to retire, but he will not, however, be allowed to re-enter until the time for the commencement of the next subject is called.

Entering
or leaving
room.

Perfect
silence.

50. Perfect silence shall be observed during the time devoted to the treatment of the subjects.

At expira-
tion of time
examiner
will collect
paper.

51. Punctually at the expiration of the time allowed for the treatment of a subject, the examiners in charge shall notify the candidates of the fact, and will collect the papers whether finished or unfinished.

Examiner
will check
papers with
list of
candidates
present.

52. On receiving the papers the examiner in charge will check them with the list of candidates present, so as to satisfy himself that he has one from each person, and should he find any short he will at once proceed to inquire for them. If any candidate fails to put in a paper the examiner will state the fact and the reason for its having been withheld in the report of the secretary. After receiving and collecting the papers he will arrange them in numerical order and inclose them in an envelope with,—

How papers
are to be
arranged
and inclosed
in envelopes.

1. The place of examination;
2. The subject of the paper; and
3. The number of papers inclosed.
4. He will then seal and sign the cover.

At close of
examination
examiner
will fill up
form.

53. At the conclusion of the examination the examiners in charge will fill up a form certifying that the rules and regulations have been faithfully observed, and if anything requiring explanation has occurred they will state the facts to the secretary of the Board.

Promotion Examinations.

Time of
holding pro-
motion ex-
aminations.

54. These examinations are held annually in the month of May, and are conducted in all respects like the examination for entrance. (See the instructions relating to the latter.)

Subjects
designated
'obligatory'
and 'sup-
plementary.'

55. The subjects in which the candidates are examined are known as 'Obligatory' and 'Supplementary,' or subjects which may be prescribed by the deputy heads of departments.

List of
'obligatory'
subjects.

56. The 'Obligatory' subjects are:—

1. Penmanship;
2. Orthography.
3. Arithmetic (the nature of which is to be determined by the deputy head of the department to which the candidate belongs, according to the

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requirements of the service the candidates are rendering or may be expected to render, if promoted to the higher classes they are aspiring to).

4. Composition.

5. Duties of office, or of the higher office sought.

6. Efficiency, by which is understood the value placed by the deputy heads upon the service rendered, or which is being rendered by the candidates.

57. The 'Supplementary' subjects, any or all of which the deputy heads may prescribe, are:—

List of 'supplementary' subjects.

1. Translations (from English into French or French into English).

2. Geography.

3. Bookkeeping.

4. Précis.

5. Constitution (The British North America Act).

58. The 'Obligatory' subjects, including 'Efficiency,' together with the 'Supplementary' subjects, which the deputy heads of departments may select from, are each rated at 100 marks.

'Obligatory' subjects: how rated.

59. No clerk on the staff of any department of the public service, who was in the service and employment of the government on the first day of July, 1882, and has since been continuously engaged therein, shall as a condition of promotion be required to pass an examination in any subject other than the duties of the office to which he seeks promotion, unless in any special case the deputy minister, by a report concurred in by the head of the department, submits to the Board of Examiners other subjects of examination as a test of fitness for such office.

Employees appointed prior to 1882 not required to pass examinations in subjects other than 'duties of office.'

60. The order of progress in the service is from a lower to the next higher class, and as there are three degrees of advancement, the candidates at the examination have to exhibit their eligibility for promotion according to the following scale:—

Order of progress in the service.

1. Third-class men must obtain not less than 30 marks in any one subject, and an average of 50 on all the subjects prescribed for their examination, so that if there are six subjects (Efficiency included) and there can not be less, they will require to make a total of not less than 300.

Third-class men.

2. Second-class men must make not less than 40 per cent an average of 60 per cent, and first-class men 50 and 70.

Second-class men.

3. Candidates examined on 'Duties of Office' must obtain, if third-rate men, 50 marks; if second-class men, 60 marks; and if first-class men, 70 marks in their examination.

First-class. Candidates on 'duties of office.'

4. All marks for efficiency and for duties of office obtained by any candidate in any promotion examination, shall be held to apply only to the department for which he has taken the examination in duties and been awarded marks for efficiency.

61. If a candidate in any of the classes makes the average required, but falls below the minimum in one subject only, he will have the privilege of coming up at the next ensuing (annual) examination in that one subject, when the minimum of marks will pass him.

If a candidate makes the average required.

62. The following penal clauses were added to the Civil Service Act by Chapter 12 of the Acts of Canada, 51 Victoria (1888), and are inserted here for convenience of reference:—

Penal clauses added to the Act.

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Inquiry as to irregularities at examination.

Penalty for neglecting or refusing to appear or to be examined on oath.

Administration of oath.

Name of person offending to be removed from the list.

Penalty for wrongfully receiving or furnishing examination papers.

Ninth section of Act added.

Who may be appointed assistants.

Place and time of examinations.

'2. Whenever the Board are satisfied that any irregularity or fraudulent practice has obtained at any examination held by them, or by any person deputed by them to hold the same, they may summon before them, by an instrument signed by the chairman or acting chairman of the Board, and may examine under oath or affirmation, any person who in their opinion is in a position to give evidence in relation to any such irregularity or fraudulent practice; and if the person so summoned neglects or refuses to appear, or having appeared, refuses to be examined upon oath or affirmation concerning the premises, or refuses to take an oath or affirmation, or having taken the oath or affirmation, refusing to answer such questions concerning the premises as are then put to him, without offering any just and lawful excuse for his refusal, the chairman or acting chairman of the Board shall be vested with all the powers conferred, in like cases, upon a justice of the peace by section thirty-two of *The Summary Convictions Act*.

'3. Every oath or affirmation required for the purpose of such examination may be administered by any member of the Board.

'4. If any person is proved by such inquiry to have been concerned in any fraudulent practice, or to have been guilty of any breach of the regulations made in virtue of section thirty-one of this Act, the Board shall report the same to the Secretary of State, who may thereupon cause such person's name to be removed from the list of persons who are found qualified.

'5. Any person who at any examination held under this Act, personates any candidate, or employs, induces or allows any person to personate him, is guilty of an offence against this Act, and is liable, on summary conviction, to imprisonment for a term not exceeding six months, or to a fine not exceeding two hundred dollars, and if he is employed in the Civil Service, to be dismissed therefrom.

'6. Every person who surreptitiously procures from any printer, or other person, and every person who without authority furnishes to any other person any examination question paper, or any other paper relating to any such examination as aforesaid, is guilty of an offence against this Act, and liable, under summary conviction, to imprisonment, with or without hard labour, for a term not exceeding six months, or to a fine not exceeding two hundred dollars, and if he is employed in the Civil Service, to be dismissed therefrom; and no such person shall be allowed to present himself at any subsequent examination.'

63. The ninth section of 'The Civil Service Act' is added hereto for convenience of reference and is as follows:—

'The Board may obtain the assistance of persons who have had experience in the education of the youth of Canada, and with such assistance shall hold or cause to be held, periodical examinations for admission to the Civil Service, in the cities of Halifax, St. John, N.B., Charlottetown, Quebec, Montreal, Ottawa, Toronto, Hamilton, London, Winnipeg, Victoria, and such other places as are determined by the Governor in Council; it shall not be necessary to hold such examinations in all the said places but the places at which the examinations shall be held, shall be determined from time to time by the Governor in Council; examinations shall, as far as possible, be in writing, and the cost thereof shall be defrayed out of moneys previously voted by parliament for that purpose.'

APPENDIX 3

PRELIMINARY EXAMINATION 1908.

Place.	Present.	Passed.	Failed.
Charlottetown.....	4	3	1
Halifax.....	28	24	4
St. John.....	15	11	4
Quebec.....	23	21	2
Montreal.....	116	99	17
Ottawa.....	43	34	9
Toronto.....	73	56	17
Kingston.....	6	6	0
Hamilton.....	14	13	1
London.....	14	12	2
Windsor.....	2	2	0
Winnipeg.....	26	22	4
Regina.....	2	2	0
Edmonton.....	2	2	0
Calgary.....	4	4	0
Vancouver.....	9	9	0
Victoria.....	6	5	1
Nelson.....	1	1	0
Moosejaw.....	5	5	0
Port Arthur.....	1	1	0
	394	332	62

QUALIFYING EXAMINATION 1908.

Place.	Present.	Passed.	Failed.
Charlottetown.....	11	8	3
Halifax.....	42	14	28
St. John.....	23	10	13
Quebec.....	46	16	30
Montreal.....	64	23	41
Ottawa.....	189	109	80
Toronto.....	50	18	32
Kingston.....	17	9	8
Hamilton.....	20	6	14
London.....	20	8	12
Windsor.....	7	3	4
Winnipeg.....	56	31	25
Regina.....	10	3	7
Edmonton.....	6	3	3
Calgary.....	33	24	9
Vancouver.....	26	8	18
Victoria.....	4	3	1
Nelson.....	1	0	1
Moosejaw.....	11	5	6
Port Arthur.....	5	5	0
	641	306	335

SINGLE SUBJECT CANDIDATES.

Place.	Present.
Halifax.....	2
St. John.....	1
Montreal.....	5
Ottawa.....	22
Toronto.....	1
Kingston.....	2
Hamilton.....	2
London.....	2
Windsor.....	1
Winnipeg.....	10
Edmonton.....	1
Vancouver.....	3
Calgary.....	1
Victoria.....	1
Port Arthur.....	1
	55

OPTIONAL SUBJECTS.

Place.	Present.	Passed.	Failed.
Charlottetown.....	2	2	0
Halifax.....	3	1	2
Saint John.....	2	0	2
Quebec.....	1	1	0
Montreal.....	0	0	0
Ottawa.....	20	7	13
Toronto.....	2	0	2
Kingston.....	0	0	0
Hamilton.....	2	0	2
London.....	2	2	0
Windsor.....	1	0	1
Sault Ste. Marie.....	0	0	0
Winnipeg.....	2	0	2
Regina.....	1	0	1
Edmonton.....	1	0	1
Prince Albert.....	0	0	0
Calgary.....	0	0	0
Vancouver.....	0	0	0
Victoria.....	0	0	0
Nelson.....	0	0	0
	40	13	27

APPENDIX 4

SPECIAL PROMOTION EXAMINATION.

POST OFFICE DEPARTMENT—GENERAL PAPER FOR ALL BRANCHES.

(March 12, 1908.)

TIME—TWO AND ONE-HALF HOURS.

Values.

- | | |
|----|---|
| 15 | 1. (a) Mention the changes which were effected in the Postal Union regulations regarding letter postage and commercial papers by the Postal Union Convention which came into effect on the 1st October, 1907. |
| | (b) If you wish to prepay the reply to a letter you are writing to France how would you do it and what steps would your correspondent take to obtain the necessary stamp? |
| 10 | 2. What are the exceptions to the Postmaster General's exclusive privilege as regards the conveyance of letters? |
| 10 | 3. (a) What newspapers are granted the privilege of free delivery in the mails? |
| | (b) What are the rates of postage between Canada and the United States on Second Class Matter? |
| 10 | 4. What correspondence may pass through the Canadian mails free of Canadian postage? |
| 5 | 5. How long after the resignation of a Postmaster is his surety liable for the Postmaster's default? |
| 10 | 6. What are the statutory definitions of a post letter and a of post office? |
| 10 | 7. Under what conditions may chromos or lithographs be enclosed in newspapers sent from publishers to subscribers? |

SECRETARY'S BRANCH—POST OFFICE DEPARTMENT—DUTIES OF OFFICE.

Values.

- | | |
|----|---|
| 10 | 1. Name the details on which the Postmaster General is required by the Post Office Act to give information in his annual report. |
| 10 | 2. Is there a penalty for infraction of the Postmaster General's exclusive privilege as regards the conveyance of letters? If so, what is it? |
| 10 | 3. Write a letter describing the duties you perform and state whether in your opinion any improvements in the methods of your work are practicable. |

FOR CLERKS IN ACCOUNTANT'S BRANCH ONLY.

Values.

- | | |
|----|---|
| 10 | 8. Describe in full the use of the Postage Due Stamp and state if you believe the present method of collecting unpaid postage to be superior to the old system and, if so, why? |
|----|---|

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10 9. What method does the Department employ to verify the entries of balances in the Postmasters' cash accounts?

10 10. What amount is paid to Pastmasters as a commission on Money Orders issued and paid? Has there been any recent change in the scale?

100

FOR CLERKS IN MONEY ORDER BRANCH ONLY.

Values.

10 8. What would be the cost to the Department in Canadian money of a Bill of Exchange on London, England, in favour of the British Post Office for £6542-18-9 on Money Order Account? Exchange at par: $9\frac{1}{2}$ per cent advance.

10 9. Give a full statement of your office duties and the rules that you are required to observe in the performance thereof.

10 10. Name the countries and colonies upon which Money Orders may be drawn for which the rates of commission are the same as for Orders issued in Canada for payment in Canada. (One mark will be deducted for each country or colony not named.)

100

FOR CLERKS IN SAVINGS BANK BRANCH ONLY.

Values.

10 8. What treatment does a depositor's withdrawal application receive from the time it reaches the Department until it is finally disposed of?

10 9. How is it ascertained that a deposit has been credited to the proper account?

10 10. What are a depositor's duties in connection with his account?

100

FOR POSTAL STORES BRANCH ONLY.

Values.

10 8. Describe method followed to enable Postmasters of Accounting offices west of the Great Lakes, and Postmasters of Non-Accounting offices throughout the Dominion to maintain a sufficient reserve supply of forms and envelopes for procuring new supplies of Postage Stamps.

10 9. Name the Mail Bag Depository offices in different Provinces.

10 10. Give names of places at which uniformed Letter Carriers have been appointed within the past year.

100

FOR CLERKS IN POSTAGE STAMP BRANCH ONLY.

Values.

10 8. Give a complete list of the different Postage Stamps, Post Cards, etc., supplied to Postmasters by Postage Stamp Branch with the price at which each article is sold to the public.

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- 10 9. What is the least number issued of the following denominations:—
5 cent, 10 cent and 50 cent postage stamps.
2 cent Stamp Books.
1 cent, 2 cent and 5 cent Postage Due Stamps.
Advertising Post Cards, 16 on sheet.
- 10 10. What precaution should be taken by the person packing and sealing a bundle of stamps to make sure that the contents are exactly as they are stated and initialed for by him on the wrapper of the bundle?

100

FOR CLERKS IN DEAD LETTER BRANCH ONLY.

Values.

- 10 8. Describe the proper method of treating letters addressed to Postal Union Countries which contain
(1) a silver coin;
(2) a gold coin,
assuming that the letters cannot be returned to writers owing to being unsigned.
- 10 9. State the action that would be taken in the event of a Postmaster sending in to any Dead Letter Office a registered letter enclosed in an unregistered cover.
- 10 10. Outline the action taken when it is discovered that a letter purports to contain more value than is found therein.

100

FOR CLERKS IN RAILWAY MAIL SERVICE BRANCH ONLY.

Values.

- 10 8. What information is contained in a Railway Mail Clerks weekly report?
- 10 9. What action should a Postmaster take when he receives at his post office letters,—
(a) Wholly unpaid;
(b) Insufficiently prepaid;
(c) Addressed to Initials.
- 10 10. Enumerate the returns that should be regularly forwarded from the Office of the Superintendent Railway Mail Service to the Controller Railway Mail Service.

100

MARINE AND FISHERIES DEPARTMENT.

DUTIES OF OFFICE.

Values.

1. (a) Date Department established;
(b) Date of division, and again united.
2. Name services under control of Department.
3. How does a government wharf come under the control of the Department? State procedure in selecting and appointing a Wharfinger.
4. Through what channel does a Despatch from the Colonial Office, London, reach Department? In what manner is reply thereto transmitted?

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5. How many classes are there in the Inside Division of the Civil Service?

6. Is there an age limit for appointment to the Civil Service? If so, what?

7. Describe in detail the work entrusted to you.

8. When the Minister gives instructions in the form of a Memorandum to the Deputy Minister, how does the Private Secretary keep track of the same, and in what form is the answer given?

9. In what form are letters sent out from the Private Secretary's office to be answered in the Department? How are they entered?

10. Describe procedure in mailing a registered letter.

11. When the government grants an award for services rendered to a shipwrecked crew, say to the Captain and Mate of the vessel rescuing, what is the procedure?

12. In what manner should an account for goods be certified before payment can be made?

13. An agent received \$129.64 for selling goods on 5% commission. What was the value of goods?

14. State the different fees charged respectively for Masters and Mates certificates.

15. How often are Examiners of Masters and Mates required to make returns to the Department of fees collected?

16. It is decided that a certain light is to be discontinued. What is the procedure?

17. Department receives a petition asking that a gas buoy be placed on Nova Scotia coast. State procedure before granting request.

18. Lighthouse Board, how composed and what are its functions?

19. What are the duties of the Chairman of the Board of Steamboat Inspection?

20. By what means is the Chairman of the Board of Steamboat Inspection cognizant of the duties discharged by Steamboat Inspectors?

SPECIAL PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—LAND PATENTS BRANCH.

(1908.)

Values.

- | | |
|----|--|
| 10 | 1. What is the procedure followed in dealing with fiats and issuing Letters Patent for Dominion Lands? |
| | 2. What are the usual reservations in Letters Patent for Dominion Lands? |
| 5 | (a) In the Province of Manitoba? |
| 5 | (b) In the Provinces of Alberta and Saskatchewan? |
| 5 | (c) In the Province of British Columbia? |
| 5 | (d) In the Yukon Territory? |
| 10 | 3. Describe in a general way the several printed forms of patents in use? |
| 10 | 4. By whom are fiats and Letters Patent signed? |
| 10 | 5. By whom are special drafts of Letters Patent prepared? |
| 10 | 6. In what year did the Department of the Interior commence to record in the Department Letters Patent for Dominion Lands, and prior to that year in what Department were they recorded? |

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- 10 7. For what cause may Letters Patent be cancelled by the Minister of the Interior and patents issued in lieu thereof?
- 10 8. To whom and when returns of Patents issued are sent?
- 10 9. What fee is charged for exemplification under the Great Seal and for a certified copy of a patent, respectively?

PROMOTION EXAMINATION.

POST OFFICE DEPARTMENT.

(General Paper for all Branches.)

(May, 1908.)

Values.

TIME—TWO AND ONE-HALF HOURS.

- 10 1. Give the classes into which mail matter is divided, (1) in the Inland Post; (2) in the Postal Union Convention.
- 10 2. Give the rates of postage under the Postal Union regulations.
- 10 3. Are there any exceptions to the regulation requiring Fourth Class Matter or merchandise to be put up so as to be easily examined?
- 10 4. What course will a Postmaster pursue if a letter be forwarded under cover to him with a request that he will re-post it at his office?
- 10 5. To what penalty does a Postmaster render himself liable for delay in rendering his accounts?
- 10 6. What is the law regarding toll roads in relation to mail couriers?
- 10 7. The statute requires that contracts for mail service involving an annual cost of over \$200 shall be put up to tender. What are the statutory exceptions to this requirement, and under what conditions may the excepted cases be permitted?

Values.

FOR CLERKS IN SECRETARY'S BRANCH ONLY.

- 10 8. What are the regulations relating to the postage of foreign newspapers by newsdealers?
- 5 9. What is the penalty for wrongfully attaching the initials of a Member of Parliament to a letter, with the intention of securing its transmission free of postage?
- 5 10. What is the penalty for exercising the business of selling postage stamps without a license from the Postmaster-General?
- 10 11. What are the charges for the delivery of Special delivery letters and in what places is the system operative?

100

Values.

FOR CLERKS IN ACCOUNTANT'S BRANCH ONLY.

- 10 8. If the Postmaster of an accounting office desires prompt payment of a Salary Warrant and has not sufficient Post Office Cash on hand for the purpose, what steps should he take to obtain the necessary funds?
- 5 9. Is the Postmaster at an accounting office, who remits to a bank at a distance, allowed to retain more cash than a Postmaster who deposits in a Bank on the spot? If so, to what extent, and why?

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- 5 10. What action should be taken by a Postmaster when he finds a surplus in the official till on closing the cash account?
- 10 11. How do Postmasters at Accounting Offices account for the Postal Notes supplied to them from the Department?

100

FOR CLERKS IN MONEY ORDER BRANCH ONLY.

Values.

- 10 8. Why are the clerks engaged in the opening of Accounts required to enter, in the sheets for the Adding Machine Clerks, the value of paid orders shown by Postmasters in their Cash Accounts instead of the value shown in the Money Order returns?
- 5 9. Why are the clerks engaged in marking off paid Money Orders required to report to the clerk in charge whenever the issue of a Supplementary Order and the issue of a Form 7 are noted against the same Order in the Register?
- 5 10. Why is it necessary to compare the date of issue shown by the date-stamp on each Money Order with that shown by the Postmaster in his return?
- 10 11. (a) What items in the Cash Account have to be checked in the Money Order Branch? (b) Why is it necessary to check these that do not pertain to Money Order business?

100

FOR CLERKS IN RAILWAY MAIL SERVICE BRANCH ONLY.

Values.

- 10 8. If the residents of a certain town forwarded a petition to the Postmaster General requesting an additional mail service by railway, describe briefly the manner of treatment from the time the petition is received at the Department until (in the event of the request being granted) the service is put into operation.
- 10 9. When a person is appointed a Railway Mail Clerk what procedure is followed in the Controller's office, and what Forms obtained?
- 10 10. When and under what conditions is a Railway Mail Clerk eligible for an increase of salary.

100

FOR CLERKS IN DEAD LETTER BRANCH ONLY.

Values.

- 10 8. What is the rate of postage charged, per ounce, on Fourth Class mail matter, posted in Canada, addressed to places in Canada, also give the rate charged per ounce on Fourth Class mail matter addressed to the United States.
- 10 9. State what is meant by a "Request Letter", and by an "Address Letter".
- 10 10. May all classes of mail matter posted in Canada addressed to places in Canada be registered?

100

APPENDIX 5**PRELIMINARY EXAMINATION.****PENMANSHIP.**

Tuesday, November 17, 1908; from 10 a.m. to 10.30 a.m.

Value. (Candidates are required to observe the regulations strictly).

100

GUARDS' INSPECTION.

REGIMENT MADE SPLENDID SHOWING BEFORE COL. OTTER.

The Governor-General's Foot Guards passed a very creditable inspection last night. The muster was about 380 of all ranks. This is one of the largest, if not the largest, parade the regiment has ever had in the fall. The Guards probably never looked better. The raising of the standard of men during the past few years by the corps has had its effect, and a body of big men they appeared last night. The inspection had been postponed from July, owing to the Quebec trip, and had it been held then there would doubtless have been a much larger parade.

The corps was inspected by Brigadier-General Otter in the absence of the inspector-general. Col. Howard was his staff officer. The inspection was held on Cartier Square. The regiment went through the usual movements with a snap and precision that must have made the officers proud. After the battalion work, the companies were given different movements and the same fine work was manifested there.

At the close of the inspection there was the annual muster. Capt. Foulkes of the Pay Corps was the mustering officer, assisted by Capt. Powell, of the Royal Canadian Dragoons.

Long service medals for 20 years' service in the Canadian militia were presented by General Otter to Q.M.S. Birtch, Paymaster-Sergeant Firth, and Band Sergeant Wimperis.

No. 2.

PRELIMINARY EXAMINATION.**ORTHOGRAPHY.**

Tuesday, November 17th, 1908, from 10.30 to noon.

(Candidates are requested to observe the Regulations strictly.)

Copy the following extract, correcting the errors in spelling; 3 marks will be deducted for every misspelled word in your copy.

Value.

60 as the sumer drue past its ful, ther creapt over awl the country a sevear and awltogether uncomun drout. for weaks ther was no rane and awl day the burnin son sucked up the moystyour. the streems shrank, the wels in the settelmeant grue skant, the forrest pules dryd up, leeving tangls of skum-inkrusted mud. under this mud befour it dryd, the water inseks and uther smal watter creetyours berryed them selvs in dissgust. menny of the frogs folloed this wise eggsampel, while uthers moar ventyoursum and impashent set out on dificcult travils, seakin for springs that the drout cood knot eggsauste. the feelds daun in the vally, but yester day sow richlie grean with crops, beekaim patchd and streaked with sicly graysh yeloes.

No. 3.

PRELIMINARY EXAMINATION.

ARITHMETIC.

Tuesday, November 17th, 1908; from 1.30 p.m. to 3 p.m.

(Candidates are requested to observe the regulations strictly.)

Values.

- 3 1. Write out in words 170,017; 91,019,190; MMMDCLXXXIX.
- 6 2. Add together 68795, 98789, 89787, 99877, 78979, 67878, and 98898.
- 7 3. Add together 6578, 779, 867968, 98786, 76, 987678, 8685, and 998998.
- 4 4. From 873659483 take 285699876.
- 4 5. Multiply 897687957 by 7.
- 8 6. Multiply 7689578 by 5089.
- 4 7. Divide 246875335 by 7.
- 8 8. Divide 9487658321 by 978.
- 8 9. A woman bought 9 pounds of tea at 57 ct. a pound, 7 pounds of coffee at 39 ct. a pound, 27 pounds of sugar at 7 ct. a pound, 9 pounds of starch at 13 ct. a pound, 19 pounds of cheese at 14 ct. a pound and 37 pounds of bacon at 15 ct. a pound. She gave four five-dollar bills in payment. How much change should she get?
- 8 10. How many days are there from the 13th of May to the 7th of December, counting the 7th of December but not the 13th of May.

APPENDIX 6

No. 5.

QUALIFYING EXAMINATION.

PENMANSHIP.

Wednesday, November 18th, 1908; from 10 a.m. to 10.30 a.m.

(Candidates are required to observe the regulations strictly.)

Value.

100

EXPORT APPLE TRADE.

FURTHER HEAVY LOSSES ON CANADA'S SHIPMENTS.

There have been reported heavy losses on shipments of apples from Canada to the English market, and it is feared that last week's shipments from Montreal will show still heavier losses, as the fruit left here in a badly heated condition. A shipper stated that he would not be surprised if the total losses on the fruit above referred to would amount to \$50,000, as the bulk of the shipments were not in a fit condition for export. Cables received on Tuesday last from Liverpool reported sales of Nova Scotian Gravensteins at 4s. 6d. to 11s. 6d. for No. 1 and 3s. 6d. to 8s. 6d. for No. 2. When it is considered that the freight on these apples is 80c. per bbl., there will be little left for the consignors after paying commission for selling. It is to be hoped that the shipments going forward that left last week will meet with a better market than some in the trade are apprehensive of. As regards business the market here is very quiet, it being difficult to move round lots. In the west, however, we hear of the sale of 5,000 bbls. at a point east of Toronto at \$2 f.o.b., and a lot of 1,000 bbls. at \$2.25 f.o.b at another point east of Toronto.

No. 6.

QUALIFYING EXAMINATION.

ENGLISH COMPOSITION.

Wednesday, November 18, 1908; from 10.30 a.m. to noon.

(Candidates are requested to observe the Regulations strictly.)

Values.

10

1. Show in what respect the following sentences are objectionable, and correct them:—
 - (a) We are often disappointed in things which we seemed sure to to obtain.

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- 10 (b) Some dedications may serve for any book that has, is or shall be published.
- 10 (c) They might have been happy, and now are convinced of it.
- 10 (d) Every one has passed through scenes which are indelibly impressed on their memory.
- (e) He that tells a lie is not sensible how great a task he undertakes; for he must be forced to invent twenty more to maintain one.
- 10 (f)
- “You’re wounded!” “Nay,” his soldier pride
Touched to the quick, he said,
“I’m killed, Sire,” and his chief beside
The smiling boy fell dead.
- 18 2. Distinguish between the meanings of *surprise*, *astonish* and *amaze*; also between *avow*, *acknowledge* and *confess*.
- 9 3. What is meant by an *epigram*? Distinguish between it and an *antithesis*.
- 23 4. Write a letter to a friend of not fewer than 250 words on “Competitive Examinations.”

 100

No. 7.

QUALIFYING EXAMINATION.

ARITHMETIC.

Wednesday, November 18, 1908; from 1.30 p.m. to 3.30 p.m.

(Candidates are required to observe the Regulations strictly.)

N.B.—The work of each question must be given in full; no marks will be given for answers only. No marks will be given for answers to questions 1 and 2 that are not absolutely correct.

Values.

-
- | | |
|----|--|
| 8 | 1. Add together, 7869547, 8796598, 7598789, 9897686, 9876878, 8986769, 6876967, 8696988, 6678797, 8678986, 7986879, 6898767, 98786968, 8987698, 7686987. |
| 6 | 2. In 1881, the population of the British Islands was thirty-five million two hundred and seventy-eight thousand nine hundred and ninety-nine persons. There were seven hundred and eighty-nine thousand and one more women than men. How many were there of each sex? |
| 8 | 3. Multiply 987689687868 by 9500786. |
| 8 | 4. Subtract $3\frac{1}{5} + 2\frac{1}{2}$ from $3\frac{1}{3} + 1\frac{2}{16} + 4\frac{3}{20}$ and divide the remainder by $3\frac{1}{11} + 5\frac{1}{15} - 2\frac{9}{2} - 4\frac{9}{10}$. |
| 10 | 5. A metre is equal to 39.371 inches. Find the number of metres in a mile, correct to two places of decimals. |
| 12 | 6. Water is poured into a tank 24 ft. 9 in. long, 9 ft. 4 in. wide, and 7 ft. 6 in. deep, at the rate of 12 gallons a second; find the rate in inches per minute at which the water rises in the tank, and the time of filling it, reckoning 277.2 cubic inches to a gallon. |
| 12 | 7. A fruit dealer bought 2,700 oranges in Florida for \$8; the cost of packing was $7\frac{1}{2}$ per cent. additional, and the cost of freight was |

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- 10 cents more than 303.75 times the original cost of an orange. If the oranges are retailed at 5 for 4 cents, find the profit on 100 oranges.
- 12 8. What sum of money will amount to \$935.75 in 124 days at $7\frac{1}{2}$ per cent interest?
- 12 9. A man has \$10,000 of a 3 per cent stock, which he sells at 90 and then invests \$5,000 of the proceeds in 5 per cent at 125. What rate of interest must he get for the remainder of the proceeds in order that his income may remain unchanged by the transactions? (No brokerage.)
- 12 10. What rate of interest per annum does a man get for his money if; in discounting a bill due in 146 days, he deduct as discount 5 per cent of the total amount of the bill?

100

No. 8.

QUALIFYING EXAMINATION.

GEOGRAPHY.

Wednesday, November 18, from 3.30 to 4.30 p.m.

(Candidates are requested to observe the Regulations strictly.)

Values.

-
- 1 1. Name the largest harbour in British Columbia. Give the exact situation of Victoria, Vancouver and Esquimalt.
- 5 2. What river runs partly in British Columbia and partly in the United States?
- 8 3. Name the two principal rivers and cities of the Yukon.
- 10 4. What is the name of the first French explorer of the Northwest? What is the name of the first white man who crossed the Rocky Mountains?
- 8 5. Name the unorganized districts of Canada.
- 16 6. Give the names of the two largest cities, towns or harbours situated on Lake Huron, Georgian Bay, Lake Ontario and Lake Erie.
- 4 7. What settlements were established by the French in what is now the province of Ontario?
- 5 8. Where are the thousand Island situated?
- 8 9. Name the principal lakes of the Province of Quebec, also the four largest cities or towns, excluding Montreal and Quebec.
- 10 10. Name the isthmus between New Brunswick and Nova Scotia, the two largest bays in New Brunswick, and how was this province known under the French régime?
- 16 11. Name the great mineral centres of Canada between the Atlantic and the Pacific, indicating precisely their nature.

100

No. 9.

QUALIFYING EXAMINATION.

HISTORY.

Thursday, November 19, 1908; from 9.30 a.m. to 10.30 a.m.

(Candidates are required to observe the Regulations strictly.)

Values.

HISTORY OF ENGLAND.

- | | |
|----|---|
| 10 | 1. Who was Edward the Confessor? Outline his reign briefly. |
| 10 | 2. State what you know of the Magna Charta. |
| 10 | 3. What great battle did William the Conqueror win and who was his opponent on that occasion? |
| 10 | 4. Who was Pitt and with which war is his name connected? |

HISTORY OF FRANCE.

- | | |
|----|--|
| 6 | 5. Who was the first king of the Bourbon dynasty—and who was the last king of the same dynasty—in the direct line? |
| 10 | 6. Who were Mirabeau and Maury? |
| 10 | 7. What form of Government was the Directoire, at the close of the French Revolution? |
| 8 | 8. What capitals of Europe did Napoleon 1st conquer? |

HISTORY OF CANADA.

- | | |
|----|--|
| 2 | 9. What is the name of the first religious order that came to Canada? |
| 10 | 10. State what you know of Charles and Claude de Latour and their troubles in Acadia. |
| 2 | 11. Who was the last French Governor of Canada? |
| 2 | 12. Who was the first English Governor of Canada? |
| 10 | 13. Who were the leading men connected with the political troubles of Canada in 1837 in the two provinces? Name the Governor and lieutenant-governor of Lower and Upper Canada at that time. |

100

No. 10.

QUALIFYING EXAMINATION.

ENGLISH GRAMMAR.

Thursday, November 19, 1908; from 10.30 a.m. to noon.

(Candidates are required to observe the Regulations strictly.)

Values.

- | | |
|----|--|
| 10 | 1. How is the plural formed when nouns end in <i>f</i> preceded by a long vowel or by <i>l</i> ? And how when they end in <i>y</i> preceded by a consonant? Give an example of each. |
|----|--|

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- 5 2. Some nouns are used only in the plural. Give five examples.
- 6 3. Give the comparative and superlative of *remote*, *balmy*, *sad*, *cruel*,
singular, *nigh*.
- 8 4. Some adjectives cannot be compared, that is they have no com-
parative and superlative different from the positive. Give eight ex-
amples.
- 8 5. Give the past tense and past participle of *give*, *throw*, *shake*, *sit*,
hide, *speak*, *get* and *ride*.
- 4 6. Distinguish between a phrase and a clause. Give an example of
each.
- 12 7. Adjectives are sometimes derived from nouns, from other ad-
jectives and from verbs. Give an example of each.
- 24 8. Show in what respects the following sentences are incorrect and
correct them:
 (a) Some men are so obtuse that they know scarcely that temperance
 is a virtue.
 (b) He asked me what is the cause of the leaves curling.
 (c) Of all other crimes, wilful murder is the most atrocious.
- 23 9. Parse the following sentence: The march of the Greeks was
through an uncultivated country, where savage inhabitants fared hardly,
having no other riches than a breed of lean sheep, whose flesh was rank
and unsavory, by reason of their continual feeding upon sea-fish.

100

No. 11.

QUALIFYING EXAMINATION.

ORTHOGRAPHY.

Thursday, November 19, 1908; from 1.30 p.m. to 2.30 p.m.

(Candidates are required to observe the Regulations strictly.)

Value.

100

my deer sidney, it is youseually cuncidered sufishent to right to the
mother of the fammily and thank her for ones plessent visite, but mine
was so unuseyoualy plessent that it dus not seam to mutch to thank
every boddy seperately. i began with the laydies an now i hav cum to
you. tell papa that i am goin to encllood hym in time.

ure famly aranges it self in a sort of simetry, however it is set. i
am mooveing you about in my mind now, and makeing pictyours of you,
as mildred dus of her king an queen, nights and bishops, on the ches-
bored. probabley you doo to. a boy hoo makes real nights sheelds
cood hardly help it. you mite sum time deckorit a room with a boardes
of differrent sheelds. i hav jits thot of that. of coarse you can draw a
sheeld sinse you can cut one out of would an zink. and as you hav a
herldry book, you can make drawins of awl the deevises which particke-
larly ples you, or belong to nights or herows you espeshially like. when
you are a little older you can hav a perfeckly deliteful time paintin the
freeze. i can kuite sea you on a lader dooing it. you wood no awl
about the nights, fammlies, towns, batheedrels, and what knot, that the
varius devises belong to. all the pictyoures, castes, and so fourth, of
persons an billdings or places konneckted with the freeze you cood put
in to the rume. ures afeckshunately, ellen g. starr.

No. 12.

QUALIFYING EXAMINATION.

TRANSCRIPTION.

Thursday, November 18, 1908; from 2.30 p.m. to 3.30 p.m.

(Candidates are required to observe the Regulations strictly.)

Value.

100

N.B.—The candidate is required to make a neat, clean and correct copy of the manuscript handed to him with this slip. The words scored through are to be omitted and the interlineations and the marginal and other additions are to be inserted in their proper places as indicated. All change or corrections, other than those marked in the manuscript, *will be counted as errors.*

No. 13.

QUALIFYING EXAMINATION.

TYPEWRITING.

(Candidates are required to observe the Regulations strictly.)

Five minutes are allowed for this subject; at the end of five minutes, the examiner will take up the paper finished or unfinished.

N.B.—This subject may be taken up at any time, to be arranged by the examiner, but it must not be allowed to interfere with the time assigned to the other subjects.

Value.

HISTORY AND BIOGRAPHY.

“THE MAKING OF CARLYLE.” BY R. S. CRAIG.

Though so much has been written about Carlyle, it is indisputable that much remains to be written. Froude's biography of him, while one of the most interesting books ever written, is on the whole one of the least reliable; the facts, that is to say, are generally correct, but the correct deduction from them has seldom been made. We agree with Mr. Craig that Froude's account of Carlyle's early years is tinged too heavily with the greyness that enveloped the Carlyle ménage when Froude knew it; Carlyle in Froude's pages, like Johnson in Boswell's seems to have been born old. It is not necessary for us to follow Mr. Craig through the various stages of Carlyle's early career; suffice it to say that he tells his story in a clear, interesting, and sympathetic fashion. He corrects the popular notion about Carlyle's struggles as a student; the real struggle came later, when Carlyle was wrestling with the law in Edinburgh, and endeavouring to interest magazine editors in German literature. Mr. Craig lays stress upon Carlyle's splendid honesty, independence, and on his loyalty to his family and his wife. On the other hand he finds the peasant trait in Carlyle's “persistent comparison of himself with others, intellectual pride rejoicing in the want of intellect elsewhere.” He was, says Mr. Craig, a “Scottish purified Swift.”

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No. 14.

QUALIFYING EXAMINATION

STENOGRAPHY.

(Candidates are required to observe the Regulations strictly.)

NOTE.—The Examiner will read the conditions, and also the matter to be written, before proceeding to the trial, so that the candidates may have a clear apprehension of what they have to do. When all are ready he will read the matter over distinctly in exactly five minutes, which will be at the rate of 50 words per minute. If any fail to keep up with the reading, they will necessarily drop out.

CONDITIONS.

Half an hour will be allowed for the extension of the notes, and the candidates who produce perfect transcripts will be awarded 100 marks. For every word omitted and for any wrong word introduced 5 marks will be deducted from the 100, and no account will be taken of exercises short-written to the extent of 12 words. The short-hand notes should be attached to the candidate's transcript.

Value.

MAGICIAN'S LATEST DREAM.

Nicola Tesla has a Scheme for Telegraphy without Wires.

100 Nicola Tesla, the electrician and scientist, has for some time had in course of development a project for instantaneous and simultaneous communication to all parts of the earth, and perhaps to some of the nearer planets. His plan does not deal with fireworks, nor with the illumination of a large part of the earth's surface in a hope of attracting the attention of dwellers on Mars, but depends wholly upon the properties of electric waves. Mr. Tesla says:—

‘I have had this scheme under consideration for five or six years, and I am becoming more nearly convinced every day that it is based upon scientific principles, and is thoroughly practicable. We know that electric disturbances on the sun are productive of similar disturbances on the earth in the form of thunder showers. Now, why is it not equally conceivable that a disturbance on the earth's surface should produce some tangible effect on other planets? The transmission of disturbances on the sun shows beyond doubt that waves of electricity are propagated through all space.

‘The objection may be put forward that sufficient electricity to create disturbances cannot be made on the earth's surface, and that we should be wholly dependent upon thunder storms and other phenomena of nature for the success of our experiment. But, on the contrary, we can make all the artificial thunder and lightning we want. There is no difficulty in making electric apparatus with a spark gap of a mile, and if that did not prove effective it could be increased.’

APPENDIX

No. 15.

QUALIFYING EXAMINATION.

OPTIONAL SUBJECT—BOOKKEEPING.

Friday, November 20, 1908; from 9.30 a.m. to noon.

(Candidates are required to observe the Regulations strictly.)

Value.

100	On 2nd March, 1908, Alfred U. Orde commenced business with a capital of \$5,000, of which \$2,500 was in stock, \$500 in shop-fittings, and \$2,000 in cash. During the month of March he transacted business as follows:—		
March	2	Purchased goods of E. Andrews.....	\$377 50
"	6	Paid him cash on account.....	175 00
"	6	Sold goods to B. Keene.....	87 50
"	"	" H. Toms.....	98 75
"	"	" P. Hinds.....	137 50
"	7	" for cash.....	125 00
		Purchased goods for cash.....	93 75
		Paid wages for the week.....	11 25
"	9	Purchased goods of H. Toms.....	107 50
"	12	Paid E. Andrews.....	75 00
"	14	Sold goods to P. Hinds.....	75 00
		Received cash of B. Keene.....	93 75
		Allowed him for discount.....	5 00
		Sold goods for cash.....	138 75
		Paid wages for the week.....	11 25
"	16	Purchased goods for cash.....	147 50
		Paid E. Andrews to settle account 2nd March.....	108 63
"	17	Sold goods to B. Keene.....	97 50
	"	" H. Toms.....	102 50
"	18	" for cash.....	36 25
		Purchased goods for cash.....	93 75
"	21	Sold goods for cash.....	27 50
		Paid wages for the week.....	11 25
		Paid E. Andrews for goods bought to-day.....	89 50
		Drew cash for self.....	75 00
"	23	Received cash of P. Hinds.....	150 00
		Allowed P. Hinds for goods returned.....	15 00
"	24	Sold goods to H. Toms for cash.....	38 13
"	28	Purchased typewriter, paid cash.....	105 00
		Paid wages for the week.....	11 25
"	30	Sold goods to B. Keene.....	148 75
"	31	" for cash.....	29 88
		Paid gratuities.....	10 50
		Wages due and unpaid.....	5 63

The value of goods remaining on hand is \$2,600.
Make Trial Balance, Profit and Loss Account and Balance Sheet.

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APPENDIX 8

LIST OF CANDIDATES WHO PASSED THE PRELIMINARY, OR LOWER GRADE CIVIL SERVICE
EXAMINATION, NOVEMBER, 1908.

AT VICTORIA.

Deaville, Alfred S.
Ford, Herbert, A.

Jeffrey, Helen.
Mackay, Robert, T.

Thomson, D. Y.

AT VANCOUVER.

Blair, Francis.
Catterall, J. A.
Corkett, E. W.

Eage, Frank.
Maley, Wm. R.
McKinnon, Daniel.

Round, Harold A.
Swenceski, Henry.
Wright, Arthur R.

AT NELSON.

Buchan, John Robertson.

AT EDMONTON.

Fraser, L. Stuart.

Hartley, Hartley.

AT CALGARY

Clandillon, Wm. P.
Stone, Percy, D.

Thomlinson, Carl.

Tuck, Wm. L.

AT MOOSEJAW.

Cole, Wm. J.
Crichton, Chas. W.

Johnson, W. R.
Little, H. W.

Rutherford, Wilfrid M

AT REGINA.

Hunt, Albert.

Jackson, Walter L.

AT WINNIPEG.

Benzie, Jno. S. B.
Bjornson, Sig.
Davidson, Jno. G.
Faraker, T. W.
Ganly, Harold G.
Hirsch, Philip.
Irlam, Chas. J.
Jeske, Paul R.

Kalberer, L. F. V.
Lazier, Blanche E.
Leech, Hart.
McLaren, J. G.
McLeod, R. E.
Newton, Stanley.
Parsons, Henry.

Scott, Walter H.
Shorey, Eva.
Sheffield, G. A.
Snowden, Ernest P.
Welbanks, Charles.
Woodhead, H. S.
Yewdall, Jno. E. T

AT PORT ARTHUR.

Arnold, Albert⁵P.

AT WINDSOR.

King, Jno A.

Martin, Ethel E.

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AT LONDON.

Beamish, W.
 Bigg, Walter F.
 Bower, Richard F.
 Callahan, Albert B.

Copp, Frank G.
 Davis, Fred. E.
 Deacon, Ormston L.
 Elson, Oswald.

Field, Frederick W.
 Flynn, Wm. P.
 Spry, Wm. A.
 Wollatt, Raymond.

AT HAMILTON.

Anderson, Lawrence.
 Bale, Ernest W.
 Cawley, Preston.
 Clarke, George H.
 Cooper, Sydney E.

Cutler, Joseph A.
 Fuller, Samuel B.
 Hammill, Edwin R.
 Hill, Geo. A.

Jarvis, Arthur.
 Nunn, Geo. S.
 Petty Norman H.
 Reid, Archibald H.

AT TORONTO.

Allsopp, Jno. Henry.
 Armitage, Jahn C.
 Barclay, Andrew L.
 Barry, Herbert H.
 Barkay, Albert Ed.
 Bell, J. E.
 Bowler, Walter.
 Brunne, Albert H.
 Clarke, H. M.
 Cormack, W. J.
 Cornford, Ernest.
 Cross, Gordon T.
 Cotter, Ed. V.
 Curlew, George.
 Egan, M. J.
 Foster, Cameron.
 Glover, Terrot H.
 Gibson, Alexander.
 Gregory, Richard J.

Hacker, Albert H.
 Hornibrook, Richard C.
 Hoyt, Geo. E.
 Ingram, J. O. F.
 Kenny, H. G.
 Kerr, Murray A.
 Kester, John G.
 Law, William.
 Levinsky, Joseph
 Lightfoot, William E.
 Logie, John.
 Maclean, A. G.
 McDevitt, Daniel.
 McDougall, Stanley.
 Moore, W. J.
 Moses, Oscar.
 Matheson, W. A.
 O'Brien, W. S.
 Oakley, Charles.

Parker, Claude E.
 Read, Wm. H.
 Redditt, Benjamin.
 Rogers, Leonard.
 Sauvé, Jos. R.
 Savage, Chas. G.
 Sinclair, Malcolm.
 Singer, A.
 Smellie, D. Royle.
 Smith, Albert.
 Steckley, Percy L.
 Swain, John W.
 Tenute, James E.
 Walker, John E.
 Ward, Arthur.
 Winterburn, William.
 Wraight, Edward.
 Yelland, Carl H.

AT QUEBEC.

Bedard, L. G. R.
 Belanger, Elzéar.
 Bilodeau, Emile.
 Bilodeau, Léonce.
 Chalifour, Jos. A.
 Demers, Alphonse.
 Drolet, Jos. A. A.

Gagnon, Isidore.
 Guérin, Pierre A.
 Laberge, Jacques.
 Mignault, John.
 Morin, S. Gustave.
 Oliver, Arthur.
 Papillon, Alphonse.

Parent, Omer.
 Parrot, Auguste.
 Picard, Emile.
 Samson, Jos. A.
 Simard, Marie L. H.
 Vigneau, J. M.
 Vincent, Emile.

AT KINGSTON.

Anglin, W. P.
 Bale, F. J.

Brown, Katie.
 Scott, George B.

Sherry, Wilber.
 Swettenham, Ernest R.

AT OTTAWA.

Bennett, Gordon, H.
 Benoit, Oscar.
 Bergeron, Arthur D.
 Boily, Jos. O.
 Bristow, Robert E.
 Chartrand, Edward J.
 Church, George C.
 Dancause, Alex.
 Downing, Wm. A.
 Dubois, Georges A.
 Gibbons, Wm. G.
 Groulx, Amedere.

Hall, Edward.
 Hereux, Peter.
 Landry, Louis.
 Leblanc, Thomas J.
 Longtin, Napoleon.
 Lowe, Harold
 Mann, V. E.
 McElligott, J. W.
 McGill, Robert V.
 McGookin, Geo. A.
 Moule, Samuel G.

Murphy, John J.
 Nolan, John R.
 O'Meara, Michael T.
 Pelton, Lucile.
 Picken, N. G.
 Purcell, Thomas.
 Ranger, O. J.
 Robertson, Lorne B.
 Sculthorpe, Richard W.
 Tremblay, Joseph.
 Ventura, George.

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AT MONTREAL.

Bailey, Wm. G.
Barbeau, Arthur A.
Belisle, J. Conard.
Benoit, J. E.
Benoit, Albert.
Bergeron, Apollinaire.
Bernardin, Joseph D.
Bertrand, Arthur.
Biron, Hormisdas.
Bohemier, Emile.
Bolte, Camille.
Bourque, Emmanuel.
Brooks, B. E. A.
Brunelle, E. D.
Brunette, Henri.
Caisse, J. J.
Cantwell, Madge A.
Carrière, J. Ernest.
Chaput, Alfred.
Clement, Henri.
Cloutier, Ernest.
Condon, Robert R.
Corbeil, E. R.
Coté, Joseph.
Cousineau, Alderic.
Cusson, Joseph E.
Daigle, René.
Daoust, J. C. Ernest.
Denis, J. L.
Delisle, George A.
Desaulniers, A. L.
Desrosiers, Léopold.
De Repentigny, J. D.

Dion, Hector.
Donato, Alexandre.
Dubé, F. Ernest.
Dubuc, George.
Dupuis, Hector.
Duquette, Joseph O.
Dutrisac, Hector.
Finel, Alexandre A.
Flint, Norman A.
Fregean, George.
Gagnon, H.
Germain, Louis.
Gervais, Joseph S.
Girard, E.
Gratton, Alphonse.
Granger, Alphonse.
Guimond, Didas.
Hardy, Wilfrid S.
Hébert, Louis D.
Heavers, Thomas.
Laferrrière, Oscar.
Lamoureux, J. A. C. E.
Lapalice, C.
L'Abbé, Mme. E. B.
Lamarche, R.
Lancie, Joseph.
Lavigne, J.
Lebeau, Henri.
Leclerc, Ludger.
McAuley, M. F.
McDevitt, James.
Mahoney, Francis.
Marin, Alberic.

Martineau, Josaphat.
Mantha, Alphonse.
Marquette, Emile R.
Ménard, Alfred.
Monahan, J.
Morin, Napoléon.
Morin, Charles.
Myette, O.
O'Farrell, Maurice.
Ouellette, T.
Panneton, Emery A.
Pardelian, Robert H.
Parent, Edmond A.
Paquette, J. B.
Perrier, Ernest.
Pepin, Réal.
Phaneuf, Josephat.
Piquette, J. Arthur.
Plante, F. G.
Poissant, Irène.
Primeau, Gustave.
Prud'homme, Arthur.
Robitaille, Ozade
Roxborough, D. Harry.
Sanssoucy, J. A.
Senécal, Joseph A.
Séguin, René.
Stremenski, L. G. N.
Theoret, Nap.
Trottier, Alfred.
Vaillancourt, J. A.
Vincent, J. F.
Walker, A. Stanley.

AT ST. JOHN, N.B.

Durick, Leo A.
Henneberry, Ed. J.
McGrath, Louis J.
McGrath, William.

McGourty, Frank.
McLaughlin, Leo.
Murphy, C. T.
Murphy, John W

O'Connor, John B.
Owens, Chas. F.
Sharkey, Wm. P.

AT HALIFAX.

Baxter, John M.
Brush, John Wm.
Doane, Stephen A.
Egan, Gerald.
Fellows, Wm. A.
Godwin, John E.
Gray, George W.
Hanway, John B.

Hills, John E.
Hills, W. E. G.
Hiseler, George W.
Keefe, John E.
Keating, Y. W.
MacKinlay, Edgar E.
McDonald, Thomas.
Murphy, Denis.

McGillivray, Hugh.
McMullin, Eugene.
Rooney, Wm. M.
Schaefer, Carl F.
Sullivan, James H.
Warner, Fred A.
Whitford, Albert.
Whitford, Stanley E.

AT CHARLOTTETOWN.

Coombs, B. L.

McCloskey, Thos. J.

Peters, M. K.

Certified correct,
WM. FORAN,
Secretary.

JNO. THORBURN, M.A., LL.D.,
Chairman.
A. D. DECELLES, C.M.G., F.R.S.C.,
Examiner.
J. C. GLASHAN, LL.D., F.R.S.C.,
Examiner.

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APPENDIX 9

LIST OF CANDIDATES WHO PASSED THE QUALIFYING OR HIGHER GRADE CIVIL SERVICE EXAMINATION, NOVEMBER 18th AND 19th, 1908.

AT VICTORIA.

Hartnell, W. C.

Jeffrey, Helen.

Mackay, Robert T.

AT VANCOUVER.

Burns, Frank M.
Carr, F. E.
Herring, George.

Johnston, W. E.
Lopatecki, Eugène S.
McLeod, William A.

MacDonald, Carfield.
Turnbull, William.

AT CALGARY.

Aldrich, R.
Baker, C. W.
Brown, John E.
Bruce, Geo. B.
Creighton, Moses D.
Creighton, William A.
Dobbie, W.
Edgar, William H.

Harrigan, Daniel P.
Johns, A. M.
Lawley, Ernest C.
MacLaren, James S.
Macquien, R. B.
McLaughlin, David C.
McNames, T. G.
Moodie, Stanley F.

Pavey, J. C.
Pope, J. S.
Quinlan, M. J.
Ryder, William.
Sears, H. B.
Stone, Percy D.
Turner, Frank C.
Woodrow, L. H.

AT EDMONTON.

Fraser, L. Stuart.

Hartley, Hartley.

McCall, Duncan A.

AT MOOSEJAW.

Aitken, J. B.
Clitheree, Fred.

Johnston, W. R.
MacPherson, E. F.

Woodruff, Thos. E.

AT REGINA.

Gall, Herbert Geo.

Long, Russell H.

Stokes, W. E.

AT WINNIPEG.

Agnew, David.
Barbour, John.
Bedford, Robert.
Bonsergent, Alphonse.
Boxer, Marion.
Corballis, Herbert J.
Colley, Ralph.
Currie, William G.
Davies, John.
Dennehy, M.
Eaton, B. S.

Eagle, W. G.
Fegan, James.
Gardiner, William.
Hives, Christopher.
Kennedy, Archibald M.
Leech, Hart.
Macpherson, John.
McInnes, Daniel H.
McLaughlin, Roy G.
Mitchell, Thos. B.

Mussell, H. E.
Roberts, Janet G.
Sausmarez, Cyrill de.
Shorey, Ava.
Strahan, Wm. A.
Swinford, Frank.
Thompson, Thos. L.
Vermander, Joseph.
Wren, John T.
Winchell, Earl D.

AT PORT ARTHUR.

Black, James H.
Cole, Sydney G.

Gardiner, J. H.
Larocque, Archie.

Wink, Jno. C.

AT LONDON.

Adams, Jas. R.
Dalglish, Frank.
Dean, John J.

Jeffrey, A. J.
MacRae, John H.
Mecredy, John H.

McGuire, Augustine.
Pickell, J. A.

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AT WINDSOR.

Chisholm, Austin J.

Paul, H. M.

King, John A.

AT HAMILTON.

Blain, John C.
Hobson, Fred. W.Lyons, Wilbert F.
McGaw, Clarence H.McNiven, Chas. W.
Stevens, W. H.

AT TORONTO.

Christie, Flossie E.
De Lury, Helen.
Donaghy, John J.
Elwes, Ed. W.
Fulton, G. S.
Gannon, Katie.Glover, Terrot H.
Jaffray, A. H.
Kilgoar, W. J.
Lavelle, H. J.
Lytle, Wm. J.
Mackay, D. W.Millar, Kathlenn M.
Musselman, Eden R.
Smellie, D. R.
Smith, Albert.
Steckley, P. L.
Sykes, Wm. J.

AT KINGSTON.

Allen, James P.
Anglin, Anna B.
Butler, Robert W.Edwards, Mary T.
Higgins, Mary M.
Mayhew, Mabel B.Power, Bessie,
Smith, Anthony.
Switzer, Olive Edna.

AT OTTAWA.

Allan, Percy G.
Allan, William F.
Allen, Mabel K.
Arkley, Helga P.
Battle, Henry J.
Bayne, Ernest D.
Bayne, Florence.
Beal, Elton.
Bissell, Chas. H.
Blair, Caroline M.
Bennett, Gordon H.
Blythe, Annie.
Bourke, J. H.
Bourke, Mary V.
Braceland, Gertrude.
Burns, Thos. L.
Cadioux, J. Albert.
Campbell, Thos. J.
Cleary, E. J.
Coghlan, Thos. J.
Clews, H. R.
Conley, L. M. G.
Connolly, Jas.
Crowle, Geo. A. T.
Dempsey, Ernest.
Denneny, C. M.
Deruchie, J. H.
Desaulniers, P.
Dessaint, H.
Dewar, Annie F.
Dewar, Bessie.
Dolan, Edith.
Doyle, Michael J.
Doyle, Thos. J.
Dunne, Annie.
Edmonds, Katie M.
Edwards, Fred A.Fitzpatrick, R. J.
Gibbons, Wm. G.
Gibson, Alice.
Gorman, Edmund J.
Grant, Wellington.
Hamelin, Armand.
Hanna, Edna L.
Henrick, Gladys.
Herbert, Simon P.
Hetu, James.
Higginson, Anna.
Hill, Harry.
Holmes, Jane A.
Houston, Helen.
Johnston, Vera W.
Kemp, Goldwin O.
Killeen, Thos. L.
Kniewasser, M. B.
Lally, Loretta M.
Lane, Ed. J.
LeRoy, Sarah.
Lemieux, Leda.
Lynch, M.
MacArthur, Hattie.
Macdonald, J. Sydney.
Macdonald, Henry A.
MacDonald, M. Angela.
McDonald, Clarence.
McDonald, Mary B.
McDonald, Norman D.
McDonald, Christine.
McGreevy, Louis.
McLaughlin, Walter J.
Mitchell, Jean E.
Mitchell, Mary M.
Montgomery, Kathleen R.
Morrison, D. Arnold.Moule, S. G.
Nolan, John R.
Noonan, Geo. A.
Ogilvy, Alex. S.
O'Toole, Thos. P.
O'Toole, Bessie M.
Ouellette, S. René.
Ouellette, E. H.
Park, Fred. O.
Patching, H. U.
Pelletier, Romuald.
Perrault, W. H.
Ralph, Isabel M.
Riddell, W. R.
Robertson, Margaret.
Robinson, F. M.
Rolston, Edna J.
Ross, Grace H.
Rowan, James H.
Ryan, James H.
Sauve, Eugene.
Shaughnessy, Margaret.
Shaughnessy, Mary.
Sheedy, Jos. A.
Sirois, Laurenza.
Smith, H. C.
Stark, James S.
St. Louis, E. R.
Swain, H. C.
Tremble, Anna K.
Tindale, A.
Tessier, A.
Turcotte, E.
Uglow, Hubert.
Williamson, James D.
Young, Mary V.

AT MONTREAL.

Beaulac, J. Hector.
Corbett, Lizzie.
Delisle, George A.
DeRepentigny, J. D.
Desrosiers, F.
Dickinson, Arthur M.
Eland, Fred. J.
Flint, Norman A.Frenette, Lucien.
Garant, Honorius.
Hebert, Louis M.
Gorman, Albertus L.
Kenney, Wm. F.
Longeway, M. L.
Lussier, J. H.
Martel, Gerard.Maher, James.
Martin, Ernest.
Provost, Albert.
Petrie, Madge.
Robillard, George A.
Saint-Germain, Joseph.
Toupin, Chas. Ed.

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AT QUEBEC.

Bellanger, J. O. E.
Bernier, J. E.
Bilodeau, Emile.
Buteau, E.
DeChamplain, J. A.
DeVillers, J. E.

Gagnon, C.
Gilbert, O.
Gosselin, J. Aimé.
Lachaine, Jean B.
Laflamme, Alphonse.

Lebrecque, J.
Lemieux, H.
Marchand, J. R. M.
Morency, J.
Oliver, Marina.

AT ST. JOHN.

Beardsley, W. E. L.
Buckley, Frank.
Clarke, Herbert A.
Dowd, William M.

Emack, W. Leonard.
Griffith, William F.
Leger, John E.

MacDonald, Cyril H.
Matthews, Ora C.
White, Della.

AT HALIFAX.

Carmichael, R. A.
D'Eon, S. L.
Christie, P.
Dexter, Isaac V.
Gallant, Thos.

Goodwin, Fred L.
Grant, R. W.
Hennegar, Gordon R.
Hills, John E.
Hire, C. W.

Hubley, Adolphus.
Meagher, Patrick J.
Phelan, Fred J.
Reynolds, Grace.
Sullivan, James H.

AT CHARLOTTETOWN.

Callbeck, Colin H.
Campbell, Donald F.
Drake, Ernest G.

Fraser, Jno. A.
Janes, Cecil B.
McCallum, Hugh A.

McCready, Louise B.
Nash, Frederic J.

JNO. THORBURN, M.A., LL.D.,

Chairman.

A. D. DeCELLES, C.M.G., F.R.S.C.

J. C. GLASHAN, LL.D., F.R.S.C.

Examiners.

Certified correct,
WM. FORAN,
Secretary.

APPENDIX 10

LIST OF CANDIDATES WHO PASSED SUCCESSFULLY IN OPTIONAL SUBJECTS AT THE CIVIL SERVICE QUALIFYING EXAMINATION HELD IN NOVEMBER, 1908.

AT CHARLOTTETOWN.

Callbeck, Colin H. Book-keeping.

AT OTTAWA.

Dunne, Annie Typewriting.
Killeen, Thos. L. Stenography.
Pelletier, Romuald Stenography.
Rowan, James T. Stenography and typewriting.

JNO. THORBURN, M.A., LL.D.,

Chairman.

A. D. DeCELLS, C.M.G., F.R.S.C.

J. C. GLASHAN, LL.D., F.R.S.C.,

Examiners.

Certified correct,
WM. FORAN,
Secretary.

SESSIONAL PAPER No. 31

APPENDIX II

LIST OF GRADUATES OF CANADIAN UNIVERSITIES WHO HAVE EXHIBITED THEIR DIPLOMAS TO THE BOARD AND WHO, IN CONSEQUENCE, ARE QUALIFIED FOR EMPLOYMENT IN THE PUBLIC SERVICE WITHOUT EXAMINATION.

Year.	Name.	Year.	Name.
1889....	W. Ranstead,	1903....	Wm. F. Sparks.
1889....	A. S. Smith.	1903....	L. R. Lavergne.
1889....	M. Managhan.	1903....	J. Lacharité.
1890....	Henry Brent.	1903....	A. Dugas.
1890....	M. Lacaille.	1903....	A. Prenoveau.
1893....	J. A. Valois.	1903....	A. Dumas.
1894....	Alph. Charron.	1904....	F. W. Long.
1894....	A. Robert.	1904....	H. W. Bell.
1894....	A. W. Beall.	1904....	H. Garneau.
1894....	Wm. A. Warne.	1904....	G. Bélanger.
1894....	Roger Goulet.	1904....	S. J. Robertson.
1895....	C V. DeBrisa.	1904....	A. Messier.
1895....	Chs. Amiot.	1904....	C. L. Fisher.
1895....	Jno. Francis Ran.	1904....	O. Noel.
1896....	J. And. Thomas.	1904....	L. R. Ostigny.
1896....	C. T. Sharpe.	1905....	P. A. David.
1896....	A. A. O'Brien.	1905....	M. J. Williams.
1896....	Wm. F. Kehoe.	1905....	G. Matte.
1896....	Albert H. Brown.	1905....	Miss M. E. Burnette.
1896....	L. Sawyer.	1905....	Miss M. A. McLaughlin.
1897....	J. B. Beaulieu.	1905....	J. W. Forbes.
1897....	T. A. Howard.	1905....	F. F. Gillen.
1897....	Albert Beaulchesne.	1905....	H. Rheault.
1897....	C. N. Dalglish.	1905....	C. J. Allan.
1898....	J. Ernest Collin.	1905....	A. Webster.
1898....	E. A. McKay.	1905....	A. H. McKee.
1898....	T. F. Clancy.	1906....	J. Freeland.
1899....	W. H. Allison.	1906....	C. E. Rouleau.
1899....	B. C. Cerswell.	1906....	A. D. Watson.
1899....	O. H. Cogswell.	1906....	A. Ducharme.
1899....	F. Hislop.	1906....	J. Ebbs.
1899....	A. H. Shea.	1906....	Jas. Gray.
1899....	L. J. R. Gaboury.	1906....	E. J. Leger.
1899....	H. W. Charlton.	1906....	J. Voaden.
1900....	J. N. Robertson.	1906....	J. D. McLennan.
1900....	Jno. P. Wren.	1906....	F. S. James.
1900....	Frank Leger.	1906....	R. Miller.
1900....	S. McEwen.	1906....	F. B. Shaver.
1900....	A. G. Harvey.	1906....	J. A. Deschenes.
1900....	A. M. Maxiven.	1906....	Miss H. M. Wright.
1901....	J. E. Pollock.	1906....	J. A. Transchemontagne.
1901....	J. W. Delaney.	1906....	J. H. Hooper.
1901....	A. E. Fisher.	1906....	H. F. Tufts.
1901....	W. J. Purney.	1907....	F. Rinfret.
1901....	J. Hood.	1907....	H. K. Bowes.
1901....	J. O. A. G. Leveille.	1907....	A. Young.
1901....	John Kerr.	1907....	U. Desrosiers.
1901....	F. G. Cowan.	1907....	Camille Dubuc.
1902....	David Walker.	1907....	J. A. Bonin.
1902....	L. P. J. Neville.	1907....	H. C. M. Chisholm.
1902....	J. H. Kerr.	1908....	Mary E. Birmingham.
1902....	C. G. Cowan.	1908....	H. Fraser.
1902....	J. E. G. G. Leveille.	1908....	A. D. Morrin.
1902....	Louis Rousseau.	1908....	Jas. Stott.
1902....	Raoul Laurier.	1908....	N. L. Crowe.
1902....	A. B. G. Lewis.	1908....	H. H. Sinclair.
1902....	Miss M. Miller.	1908....	R. I. D. Quay.
1902....	E. H. Westover.	1908....	H. Therien.
1903....	L. W. Watson.	1908....	R. L. M. Brun.
1903....	J. H. Chabot.	1908....	D. D. Wilson.
1903....	T. K. J. Doherty.	1908....	A. M. MacTavish.
1903....	L. Rush.	1908....	G. M. Thibodeau.
		1908....	J. H. Perreault.

